Esperanza Academy Charter School

Upper Grades
Parent/Student Handbook

2025-2026

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Add Technology Resource Student/Parent Handbook
PERMISSION FOR RELEASE OF DIRECTORY INFORMATION
PERMISSION FOR RELEASE OF DIRECTORY INFORMATION (Spanish Version)

Welcome to the 2025-2026 School Year!

Your child's success as a student at Esperanza Academy (EA) depends on the student, parents, teachers and school staff members working cooperatively and communicating effectively. This **Parent/Student Handbook**, including attendance requirements, the school's **Code of Conduct and Technology Handbook**, are important tools in helping us achieve that goal.

The Esperanza Academy Parent/Student Handbook contains information that both students and parents will likely need during the school year. Within the Parent/Student Handbook part of this booklet, there are three sections: *Parent Information*, which outlines ways parents, may assist their child and respond to school-related issues; *Curriculum-Related Information* regarding courses, extracurricular and other activities; and *General Information and Requirements*, rounding out information for parents on school operations and requirements. Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school- related responsibility for a student.

EA students and parents must also be familiar with the school's Student Code of Conduct, the second component of this booklet and the Technology Student/Parent Handbook. The Code of Conduct outlines expected behaviors and consequences for infractions. It is required by state law and intended to promote school safety and an atmosphere for learning. The Technology Student/Parent Handbook delineates appropriate use of technological and electronic resources. These resources are central to the delivery of Esperanza Academy Charter School's educational program.

Please note that the handbook is updated annually, but policy changes, reflecting revisions in school practices, may be made throughout the year. This book has been approved by the Board of Trustees and, as such, is considered to be school policy. It is, however, not all-inclusive. If a written Board of Trustees' directive or policy on a subject does not exist, written guidelines, decisions and action of the administration will prevail. In case of a conflict between Board policy and any provisions of the Parent/Student Handbook, the most recently adopted provisions of Board policy or the Student Code of Conduct will prevail.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the school. Finally, it is very important that you complete, sign and return the Parent Forms Checklist inserted in this Parent/Student Handbook so that our records reflect your decisions. We are very pleased to have the opportunity to serve your child, and we very much look forward to an outstanding school year at Esperanza Academy.

Nondiscrimination

Esperanza Academy does not discriminate on the basis of race, religion, color, national origin, sex/gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

SECTION I - PARENT INFORMATION

YOUR INVOLVEMENT AS A PARENT

Working Together

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the school. Discuss with the counselor any questions you may have about the options and opportunities available to your child.
- Parents are required to attend scheduled conferences and may request additional conferences with their child's teacher(s) as needed. To schedule a telephone, virtual, or in-person conference please call the school office for an appointment at (215) 457-3667 High School; (267) 270-4044 Middle Grades or e-mail the individual directly (first initial + last name @ neacademy.net). A teacher will usually return your call or meet with you during his or her prep period or at a mutually convenient time before or after school.
- To encourage parent involvement, we hold several workshops and meetings for parents during the school year. Parents are strongly encouraged to take part in the various workshops/trainings, group meetings, and courses offered throughout the year. These sessions may be initiated based on student needs, revisiting school policies, or parental requests.
- The Esperanza Parent Committee is a great way to become directly involved in your child's education. One of the committee's responsibilities is to plan and develop activities and fundraisers and make suggestions for school improvement.
- Parents have access to student's grades and coursework through Esperanza Academy's web-based student tracking system called "PowerSchool". Students will be given codes and passwords at the start of the school year. The parent will log in to the school website and click the "PowerSchool" tab and create a login at the "PowerSchool" website. Parents and guardians will be able to access students' progress and communicate with teachers through email.
- In our effort to encourage and reward positive behavior, we have adopted PowerSchool Behavior. With this program, parents and students are also able to have live data concerning student behaviors. Parents and students may download the "Pbeh" app in order to see updates to behavior. Our incentive program allows for students to redeem rewards for a particular number of points. Corrective behaviors may reduce the number of points students are able to bank.
- Parents who are interested in volunteering at school functions including chaperoning events and participating in our after-school program will need to speak with a member of the administration to obtain clearances prior to participation. These clearances are good for one year and need to be updated each year if one wishes to continue as a volunteer.

Student and Guardian Rights

Our school's goal is to provide a supportive, stable educational experience for all students; therefore, Esperanza Academy Charter School adheres to policies that advocate and protect students to promote success and academic growth.

Supporting Students Experiencing Homelessness

Esperanza Academy Charter School is dedicated to ensuring equal access to a free, appropriate public education for all students experiencing homelessness, as outlined by the McKinney-Vento Homeless Assistance Act and the school's Homeless Student Policy. Homelessness is defined as lacking a fixed, regular, and adequate nighttime residence, including but not limited to:

- Shared housing arrangements: Temporarily living with another family due to loss of housing, economic hardship, or similar circumstances.
- Temporary accommodations: Residing in motels, shelters, cars, tents, or other transitional or short-term living arrangements.
- Unconventional living spaces: Staying in places not intended for human habitation, such as cars, abandoned buildings, or substandard housing.
- Unaccompanied homeless youth: Children or youth not in the physical custody of a parent or guardian, including those who have been abandoned, separated from their families, or have run away. These students may enroll without documents or the assistance of a legal guardian.

Students in foster care are not categorized as homeless unless they meet the homelessness criteria outlined above.

Enrollment Options for Homeless Students

Students experiencing homelessness are entitled to immediate enrollment, without the requirement to prove residency or provide additional documentation, if space is available in accordance with the Admissions/Lottery Policy. Students may choose to:

- Remain in their school of origin: The school they attended when they were permanently housed or the school last attended.
- Enroll in the school of residence: A school within the attendance area of their current living situation.

Esperanza Academy Charter School remains committed to providing a stable learning environment and working collaboratively with families and agencies to ensure the educational success of students experiencing homelessness.

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.

- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

As parents, you also have a right:

- To request information regarding the professional qualifications of your child's teachers. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To review your child's student records when needed. These records include:
    - Attendance records
    - Test scores
    - Grades
    - Disciplinary records
    - Psychological records
    - Applications for admission
    - Health and immunization information
    - Other medical records
    - Teacher and counselor evaluations
    - Reports of behavioral patterns, and
    - State assessments instruments that have been administered to your child.

To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Pennsylvania Board of Education.

HIGH SCHOOL GRADUATION REQUIREMENTS

Subject	Required Credits
English	**5.5**
Math	**5.5**
Science	**5.5**
Social Studies	**3**
Spanish	**2**
Phys. Ed/Health	**1**

Seminars	**1**
Electives	**3**
Totals	**26.5**

Additional Requirements:

1. 50 hours of community service

2. Proficiency on State assessments or their equivalent in Algebra, Literature, and Biology. Should a student not acquire proficiency on all Keystone areas, they must show post-secondary preparation through the completion of one of the four ACT 158 Pathways.

3. A completed post-high school graduation plan which includes FAFSA completion, applying to a minimum of three post-secondary institutions, and successful completion of all required credits

4. It should be noted that in order to participate in the graduation ceremony, students must have all of the above requirements completed. In addition, if students have failed two or more classes, they may not participate in the ceremony. Furthermore, if a student has engaged in behaviors that have violated the Code of Conduct, participation in the graduation ceremony may be revoked.

PROMOTION AND RETENTION

Students will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 67 based on course-level standards. Promotion or Retention for students in grades 6-12 will be based on the following guidelines;

Grades Six and Seven Promotion Guidelines

1. Students must pass ELA, Math, Science, Social Studies, and Spanish classes with a D or above by the end of the year, as defined by the Esperanza Academy Curriculum and the performance descriptions aligned with the Common Core.
2. Students must demonstrate overall progress on Benchmark testing.

Grade Eight Promotion Guidelines

1. Students must pass ELA, Math, Science, Social Studies, and Spanish classes with a D or above by the end of the year, as defined by the performance descriptions aligned with the Common Core.
2. Students must demonstrate progress on Benchmark testing.
3. Students must complete the High School Readiness plan as outlined below:

    a. 10 hours of school community service
    b. Participation in High School Exploration Week

Grades 9-12 Promotion Guidelines

Students in grades 9-12 will be promoted to the next grade upon successful completion of the following credits:

9th to 10th grade- 6 credits and 10 hours of community service
10th to 11th grade- 13 credits and 10 hours of community service
11th to 12th grade-20 credits and 15 hours of community service
Graduation- 27 credits and 15 hours of community service, totaling 50 hours

These are the current graduation requirements, which must be fulfilled prior to the end of the student's senior year. Esperanza Academy reserves the right to alter graduation requirements as they see fit. Please refer to the updates in the parent-student handbook each year.

GRADING GUIDELINES

Individual teachers along with their Department Chair, establish expectations and guidelines for student grades. Students and/or parents may request information from individual teachers about how grades are determined and what percentages are assigned to daily grades, homework, participation, quizzes, tests, projects, and any other efforts by which students earn grades.

Letter Grade	Number Grade	Reg. GPA Scale	Early College/ Honor GPA Scale	AP GPA Scale
A	100-93	4.0	4.5	5.0
A-	92-90	3.7	4.21	4.7
B+	89-87	3.3	3.81	4.31
B	86-83	3.0	3.5	4.0
B-	82-80	2.7	3.21	3.7
C+	79-77	2.3	2.81	3.3
C	76-73	2.0	2.5	3.0
C-	72-70	1.7	2.21	2.7
D	69-67	1.0	1.5	2.0
F	66-Below	0	0	0

ASSESSMENT

All students must take required exams, including End of Quarter/Semester Exams, diagnostic exams, as well as midterms and final exams where applicable. These exams are meant to give the students a chance to improve their grades and to determine whether or not the child is meeting the requirements of the course.

Students at certain grade levels will take assessment tests ***(such as the PSSA and Keystone)*** as well as routine testing and other measures of achievement:

- Students take the following exams:
  - 6th -8th grade takes the PSSA, Benchmarks and Diagnostic Exams
  - 9th grade takes Benchmarks, and the Algebra 1 Keystone.

- 10th grade takes the PSAT, Benchmarks, and the Literature and Biology Keystones. (Students not proficient in Algebra 1 for 9th grade will retest.) 11th grade takes, Benchmarks, PSAT, and will retest in any Keystone areas that are not proficient
- **12th grade students are encouraged to take the SAT and/or ACT, as well as retake necessary Keystone Exams if they scored below proficiency in all other grades.**

***Once students have scored proficient on any of the Keystone Exams, they will be exempt from retaking the exam in future grades.**

PSSA/Keystone Opt-Out Information

According to the 2024 Pennsylvania Department of Education Handbook for Assessment Coordinators pursuant to 22 Pa Code §4.4, the protocol for a parental request for exclusion from the assessment is as follows per page 19:

Student's parent/guardian requested in writing that the student be excluded from participation after reviewing the assessment and determining it to be in conflict with the parent's/guardian's religious beliefs: Chapter 4 of Title 2 of the Pa. Code (22 Pa. Code 4.4) provides for the right of any parent/guardian to excuse a child from the state assessment if, upon inspection of the testing materials, the parent/guardian finds the assessment to be in conflict with the parent's/guardian's religious beliefs. This is the only basis under Chapter 4 rules for a parent/guardian to excuse a child from the statewide assessments.

a. Once tests have been received by the LEA, assessments must be available for review by parents and guardians from the time of receipt through the end of the testing window. The assessment must be reviewed on district property and district personnel must be present at all times. Districts must provide a convenient time for the review. This may include an evening review time, if requested. Proper security and confidentiality of the assessment must be maintained at all times.
b. Sites testing 100% online and not receiving paper materials can request an online test ticket for parental reviews. These test tickets will allow parents/guardians to view the same online test that will be administered across the LEA. However, if the district administration or the DAC/SAC would rather order a set of paper and pencil assessments for the purposes of parental review, these booklets must be returned to DRC following the return instructions outlined in this handbook.
c. Parents and guardians must sign the Parent Confidentiality Agreement prior to examining test materials. A copy of this must be locally maintained. (Do not send this statement to PDE or DRC.) Parents and guardians may not photocopy, write down, or in any other manner record any portion of the assessments, including directions. The Parent Confidentiality Agreement can be found in Appendix C.
d. If after reviewing the test, parents/guardians find the test to be in conflict with their religious beliefs and wish their student(s) to be excused from the test, the parents/guardians must provide a written request to the Superintendent or Chief Executive Officer that states they do not want their child tested because the test conflicts with their religious beliefs. If a parent/guardian requests their child be opted out for religious reasons any time during testing the request should be honored. Note: If the parent/ guardian's request comes after the paper and pencil test has been returned to DRC, the request cannot be honored.

e. If the student is excused from the assessment due to parental or guardian request, school personnel must provide an alternative learning environment for the student during the assessment and select "Student's parent/guardian requested in writing that the student be excluded from participation after reviewing the assessment and determining it to be in conflict with the parent's/guardian's religious beliefs."
f. Students who do not participate in the assessment due to parental request will negatively affect the school's participation rate and can potentially have a negative impact on the school's accountability status.

REPORT CARDS AND CONFERENCES

Students are issued grades on a report card, outlining their academic grades, conduct, and attendance, and will receive frequent progress reports throughout the school year. Teachers follow grading guidelines that have been designed to reflect each student's academic achievement for the grading period.

Student/Parent/Teacher conferences are scheduled throughout the year (refer to school calendar). At this time, you can meet with the teachers to discuss student progress.

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with their counselor early during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year.

MEDICINE AT SCHOOL

No school employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

- Authorized employees
- **If the medication is a prescription, it must be provided by the parent to the school nurse, along with a written request, and be in the original, properly labeled container.** It must also be prescribed by a physician licensed to practice in the state of Pennsylvania.
- If the medication is nonprescription, it must be provided by the parent to the school nurse, along with a written request, and be in the original, properly labeled container.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to use prescribed asthma medication at school or school-related events as permitted by the nurse. They are not allowed to use the medication unless allowed by the nurse. Students other than those approved to use asthma medication are not allowed to possess, transport, or use prescribed or non-prescription medication at school or school-related events.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older, or who is attending an institution of postsecondary education.

The law specifies that certain general information about Esperanza Academy students is considered "directory information", which can be released to anyone who follows procedures for requesting it. No formal directory will be created. That information includes:

- A student's name, address, telephone number, e-mail address, and date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors, and awards received in school, and most recent school previously attended.

Parents or eligible students may prevent the release of any or all directory information. This objection must be done by submitting an "opt-out" form which is included with this handbook. Additional copies may be obtained in the front office or through a school counselor. The signed and dated form is due to the front office within the first ten days of the student's first day of instruction for this school year.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents unless parental rights have been legally terminated and the school has been given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- School staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, and school administrators), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the School (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student is transferring to or in which a student subsequently enrolls.

Release to any other person or agency—such as a prospective employer, or for a scholarship application—will occur only with parental or student permission, if student is eligible.

The School must comply with a request by a military recruiter or an institution of higher education for students' names, addresses and telephone listings unless parents have advised the school not to release their child's information without prior written consent.

Records may be inspected by a parent or eligible student during regular school or business hours. If circumstances effectively prevent inspection during these hours, the School shall either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

A parent (or the student if they are 18 or older) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the School refuses the request to amend the records, the requestor has the right to request a meeting. If the records are not amended as a result of the meeting, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process.

Upon receipt of the request to access records until the time that the Academy has determined that is appropriate to release records in a given situation

Please note:
Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the School is not in compliance with federal law regarding student records.

The parent's or eligible student's right of access to and copies of student records, does not extend to all records. Materials that are not considered educational records— which meet Family Educational Rights and Privacy Act (FERPA) requirements, —do not have to be made available to the parents or student.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually, student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher or counselor. For those complaints and concerns that cannot be handled simply, EA has adopted a standard complaint policy. In general, the student or parent should first put in writing the complaint and it will be delivered to the appropriate school administrator. If unresolved, a request for a conference should be sent to the CEO. If still unresolved, the School provides for the complaint to be presented to the Board of Trustees.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, whenever possible, at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except when signed out by a parent or designated adult and according to the campus sign-out procedures. Unless the campus administration has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent prior to any student being dismissed from the School building.

Extended-release of students during the academic year for vacations and other time-off is strongly discouraged. However, if such a need arises, this will be solely at the discretion of the Director of Instruction. Extended leave requests must be made in person at the main office of the child's respective school building. **(Should this request be granted; a student will only be excused for a maximum of five (5) days.)**

Early Dismissal

Once a student has entered the school building, they may not exit until dismissal unless they are signed out by a parent/guardian or an individual identified on the student's Emergency Release Form. (The exception to this rule would be Juniors and Seniors who have a free period. These students will be released, but must be subjected to a security screening at the front door before entering the building.) Individuals requesting to sign out a student are required to present photo identification to the front office staff. Other measures of personal verification may be required as well.

Students who are at least 18 years old may sign themselves out early periodically for a specific reason (medical appointment, family emergency, etc.) with permission from their parent/guardian. These students must present an original, dated, handwritten letter, signed by their parent/guardian, requesting permission for the student to sign himself or herself out in the absence of the parent/guardian. Phone calls will not be accepted as a means of provision. Students may not sign themselves out on a daily or regular basis. Students must secure approval from the administration in order to return later in the school day. Once a student has signed themselves out they must exit the building and leave school property; loitering is not permitted.

Any student who is signed out will be marked absent for any class (or portion thereof) they miss. Each absence will be counted in accordance with the school's attendance policy. Parents who choose to sign their child out of school early at the end of the school day should be advised that it will have a negative impact on their child's education and on their attendance record.

Students who have an abbreviated schedule that permits them to either arrive later than the scheduled time classes begin, or that permits them to leave earlier than the regularly scheduled dismissal time may not loiter in the building. These students must either leave the building or report to a designated area, such as the library, for studying purposes. Socializing in the hallways and classrooms is not permitted under any circumstances.

Tardiness

A student who is considered tardy to class according to school rules may be assigned to detention or In-School Suspension (ISS). Repeated instances of tardiness may result in more severe disciplinary action. [See Code of Conduct]

Transfers

While Students transferring out of EA to another school will be required to complete a Release of School Information Form to be sent to the student's new school, parental/guardian consent is not necessary per FERPA EA will provide copies of the student's records to the new school or parent only, but the student's original cumulative folder will be maintained by EA.

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent or legal guardian at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the main office.

On the student's last day, the withdrawal form must be presented to the Director of Student Development or another school administrator. A completed copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

A student who is 18 or younger, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

SECTION II - CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to parents and should be reviewed with them, especially

if the student is entering 9th grade or is a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors and scholarships.

ACADEMIC PROGRAMS

The school counselor provides students and their parent's information regarding academic programs to prepare for higher education and career choices.

Students and their parents are encouraged to discuss the options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian awards at Esperanza Academy are given, respectively, to the two students with the first and second highest GPAs in the graduating class. In order to be awarded this honor, students need to have been enrolled in Esperanza Academy for a minimum of 5 consecutive semesters. The Valedictorian and Salutatorian selection will be finalized at the end of the 3rd quarter of that academic school year.

TECHNOLOGY RESOURCES

To prepare students for an increasingly digital society, EA has made a substantial investment in technological and electronic resources for instructional purposes. Use of these resources is exclusively for acceptable educational use. Inappropriate use of technology that violates the Student Code of Conduct standards or attempts to bypass the school filter (i.e., accessing Facebook, Instagram, Twitter accounts or any social media platform or non-school related websites) may result in disciplinary action. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, bullying, modifying the appearance or operation (includes but not limited to: commands, copying or installing software, setting pass code locks), and other issues. Students and their parents should be aware that all school issued technological devices are not private and are monitored by School security applications and staff. **Students and parents are required to complete, sign and return the Student Technology Handbook included in this handbook.**

- Students will be subject to the same guidelines for school issued devices to be used for distance learning purposes as those devices remain the sole property of Esperanza Academy.
- Students understand that failure to adhere to these guidelines may result in the confiscation of the device or suspension of privileges.

COUNSELING

Counseling services are part of the Esperanza educational programming offered to all students but are also specially designed as a related service for Students with an IEP or for Students with a Section 504 Plan requiring same. School counselors will provide classroom guidance lessons covering a variety of topics in support of students' academic, career and social/emotional development. Additional counseling services may include short-term individual or group counseling based on referral from staff, family or students themselves can request counselor support.

Students and their parents are encouraged to talk with a school counselor, teacher, or Director of Student Development to learn about course offerings and the graduation and promotion requirements. Each spring, students in grades 6 through 11 will be provided information on what requirements are needed to be promoted or graduate.

To plan for the future, including attendance at a college, university or training school or pursuing some other type of advanced education, students should work closely with the counselor. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing and scholarships.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, as required by state or federal law

EXTRACURRICULAR ACTIVITIES, CLUBS/ ORGANIZATIONS, AND SPECIAL EVENTS

Participation in school and school related activities is an excellent way for a student to develop talents, receive individual recognition and build strong friendships with other students; participation, however, is a privilege, not a right. Student participation in the following activities would also be at the discretion of administration based on academic performance and behavior: any and all field trips, assemblies, showcases, after school functions, dances/proms, and graduation.

Eligibility for participation in many of these activities is governed by state law as well as rules of the Pennsylvania Interscholastic Athletic Association (PIAA)—a statewide association overseeing inter-school competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 67 in any academic class may not participate in extracurricular activities for at least three school weeks.
- .
- Students absent during the school day are unable to participate in after-school activities, athletic clubs, or sports.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization. For additional information, please see the administration.

SPECIAL PROGRAMS

The School provides special programs for bilingual students, migrant students, students with limited English proficiency, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the School or by other organizations.

TEXTBOOKS AND SCHOOL PROPERTY

Any student failing to return a book or property issued by the school (i.e., calculators, Chromebooks, tablets, etc.) must reimburse the school for the lost item book or lose the right to use such items until they are returned or paid for by the parent. In addition, any Senior student who has financial obligations to the Academy, may have their transcript or diploma withheld. Students will be provided textbooks for use at school during the school day.

ACADEMIC INTERVENTION

We believe that all students must have the opportunity to advance and accelerate. All students participate in a daily academic intervention period during the school day. This block is dedicated to providing additional support to students who need extra help with their academic work or who may be struggling in specific subjects or skills. To address individual student needs, teachers may pull small groups or work with students one-on-one. Students are also provided with self-directed learning opportunities at this time. The goal of the academic intervention period is to improve student outcomes by providing additional resources and support, thereby helping students achieve academic success and build confidence.

SECTION III - OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as attendance, student health and safety issues, the school's expectations for student conduct, use of facilities, such as the cafeteria, library, and transportation services and emergency closings. For additional information, please contact the main office.

Attendance

Regular school attendance is essential for the student to make the most of their education—to benefit from teacher- led activities, to build each day's learning on that of the previous day and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance which requires the School to pursue truancy if the Student is below 18 years old and the other with attendance for course credit, are of special interest to students and parents. Please refer to the Code of Conduct.

Make-up Work

Students shall be expected to make up assignments and tests after absences, including out of school suspensions. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. Students shall receive a zero for any assignment or test not made up within the time allotted. Teachers may assign additional work to ensure that the students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instruction objectives for the subject or course and may provide greater depth of subject matter than routine make-up of work.

Driver's License Attendance Verification

Please note that the State of Pennsylvania has laws concerning truancy and driving privileges: 24 PS 13-1338.1. The department shall suspend or delay a license for truancy. A child whose driving privileges have been suspended may have eligibility restored by presenting a form certifying that the child has: attended school for at least two months after the first conviction or four months after the second conviction without an unexcused absence or tardy; is exempted from compulsory attendance; or graduates, withdraws from school pursuant to compulsory attendance requirements, receives a GED, or enlists in the military.

COMMUNICABLE DISEASE/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases, such as head lice or fevers are not allowed to come to school while contagious. The school nurse can provide information from the Pennsylvania Department of Health regarding these diseases. Students with fever should not return to school until 24 hours after the fever has subsided. Students sent home with any contagious illness must report back to the school nurse first, before going to the classroom, when returning to school after the absence(s).

Parents of a student with a communicable or contagious disease should phone the school nurse or Director of Student Development so that other students who might have been exposed to the disease can be alerted.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the Administration, sponsor or teacher. Such items may include school posters, brochures, murals, etc. School newspapers/newsletters and school yearbooks are also available to students. All school publications are under the supervision of a teacher, sponsor and the Administration.

Student Non-School Materials

Unless a student obtains specific prior approval from the Administration, written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Non-Student Non-School Materials

Written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials over which the School does not exercise control shall not be sold, circulated or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Administration. To be considered, any non-school material must include the name of the sponsoring organization or individual.

WORK PERMITS

School Districts are responsible for issuing work permits for students. In order to be issued a work permit students may see a Counselor or Director of Student Development. The student cannot have any grade that falls below 70%. Parents of students with any grade that falls below 70% may request an exemption, but will require an in person meeting with the school counselor to formulate an academic improvement plan. Additional staff may be included in this meeting on an as needed basis.

FIELD TRIPS

Student field trips are considered a privilege at EA. State law prohibits students from attending field trips without written permission from the child's parent or guardian. Please remember that permission slips must be signed and returned to the teacher prior to the field trip. Students will not be allowed to call home on the day of the field trip to receive parental permission. Teachers may deny a student's participation in a field trip because of inappropriate behavior or failing grades. Parents may contact the campus administrator for additional information on field trip procedures.

FUND-RAISING

Student clubs or classes, outside organizations and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. All fundraising activities must have written prior approval by the Director of Instruction or designee.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubella (measles), rubella, mumps, tetanus, hemophilic influenza type B, poliomyelitis, hepatitis A, hepatitis B and vermicelli (chicken pox). Proof of immunization may be personal records from a licensed physician or public health nurse with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life- long condition.

CONDUCT

Applicability of School Rules

As required by law, EA has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off the vicinity—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of EA is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities or on school transportation. EA has disciplinary authority over a student in accordance with the Student Code of Conduct. Please refer to the student Code of Conduct for what constitutes an infraction and corresponding consequence.

Please note, any behaviors exhibited by parents/guardians, friends or family members that are deemed inappropriate or disruptive to the school environment may lead to exclusion from the school.

Assembly Etiquette for Parents and Students:

- Entering the assembly space in a quiet, respectful manner
- Sitting in the assigned area promptly
- Keeping voice low until the presentation begins, and then throughout the entire presentation.
- Maintaining silence during the presentation except when appropriate to applaud or respond.
- Clapping and cheering in a respectful, controlled manner.
- Demonstrating appropriate body language that conveys interest and respect. This includes making eye contact, sitting up straight, hands in lap, both feet on the floor.
- Remembering that you are part of a larger audience supporting the presenter.

Behaviors not appropriate for an assembly include:

- Chanting or yelling at any time, such as calling out the year of a class graduation.
- Calling out the name of someone on stage (it is distracting and potentially dangerous). *Remember, this is not a sporting event.*
- Booing, cat calls, or displaying any form of negative reaction
- Being in any part of the assembly space not reserved for the audience (backstage, green room, etc.)
- Holding conversations during the presentation.
- Commenting during the presentation.
- Laughing at a presenter when the situation is not meant to be humorous.
- Any behavior which draws attention away from the presenter or towards anyone in the audience.

Remember: The role of the audience is to receive what the presenter is sharing (information, dance, song, etc.), and to show respect and support for the presenter. The audience's behavior should never take attention away from the presenter.

Lunchroom Expectations and Policies

The school recognizes that a healthy diet and proper nutrition are a necessary part of a student's overall health, and their success in school. Breakfast and lunch are served every full school day in the cafeteria. In the event that a parent wishes to provide their child with food from home, they may do so by bringing it to the front office. Every effort will be made to see that the student receives the food in time for their regularly scheduled lunch period. Under no circumstances may students have food delivered to them by restaurants or other outside providers during school hours. (Students are not permitted to use cell phones or school phones for such purposes). Deliveries for

students will be sent away by School Climate Officers (SCO's). Students who may have acquired food after leaving the building for an approved free period should consume that food while out in order to minimize distractions.

Students are expected to conduct themselves in the cafeteria as they would throughout the rest of the school building. All school rules apply, including the Code of Conduct and others that address the dress code, gum chewing, use of profanity, and disruption. Students are expected to be seated, and not walking around the room. All doorways must be kept clear. Hall passes will be issued on a limited basis for any student requesting to use the restroom. Students needing to meet with a staff member (school counselor, teacher, etc.) must present a hall pass issued to them prior to leaving the lunchroom.

Students are required to clean up after themselves; this is not the responsibility of any staff member. **Students who refuse to clean after themselves, or who chronically leave a mess may be required to take on more responsibility within that lunchroom, including wiping tables and mopping floors as needed.** Students who continually cause problems within the lunchroom will lose the privilege of eating in that room.

Student Meal Charge Policy

Our school participates in the Community Eligibility Provision program, CEP. CEP is a Federal Program available to selected schools as part of the National School Lunch and School Breakfast Program. All students attending Esperanza Academy Charter Schools are eligible to receive breakfast and lunch at no charge throughout the 2023-2024 school year, regardless of family or household income.

- To access a free meal, all students must take all items associated with that lunch in order to ensure that their meal is healthy and balanced. This is a nutritional requirement established by the State.
- A la carte items are not part of the standard meal and must be paid at the time of purchase. Parents/guardians will be advised in writing of this policy at the beginning of each school year.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students are prohibited from engaging in harassment behaviors motivated by race, color, religion, national origin or disability directed toward another student or a school employee. Students are expected to treat other students and school employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. The school encourages parental and student support in its efforts to address and prevent harassment in any form at Esperanza Academy. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or administrator.

A student who believes they have been harassed by another student or by a school employee is encouraged to report the incident to an administrator or school counselor. Harassment of a sexual nature should be reported to the School's Title IX Officer. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Sexual Harassment / Sexual Abuse

Students must not engage in unwanted and unwelcome verbal, visual, or physical conduct of a sexual nature directed toward another student or a school employee. This prohibition applies whether the conduct is by word, gesture, graphic or any other sexual conduct, including but not limited to requests for sexual favors, sexual innuendos, sounds, vulgar language, unwelcome sexual text messages or social media posts etc. All students are expected to treat other students and school employees with courtesy and respect, to avoid any behaviors known to be offensive and to stop these behaviors when asked or told to stop.

The school will notify the parents of all students involved in sexual harassment by students when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member should be presented by a student and/or parent to the Title IX Officer or may be presented to the Director of Student Development or designee. Please see Title IX Board Policy, a copy of which is available on the School's website or at the main office for further reporting, investigation and appeal procedures. The student or parent may appeal the decision regarding the outcome of the investigation.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Director of Student Development or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The Director of Student Development or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the administration considers to be a valid objection.
- The Director of Student Development or designee ordinarily will be present unless the interviewer raises what the administration considers to be a valid objection.
- The administration will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires an LEA to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Pennsylvania Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation

officer, with a court order, or without a court order, if the circumstances meet applicable state law for imminent danger to the student.

Before a student is released to a law enforcement officer or other legally authorized person, the administration will verify the officer's identity and, to the best of their ability, will verify the official's authority to take custody of the student.

The Director of Student Development or designee will immediately attempt to notify the parent/guardian unless the officer or other authorized person raises what the Director of Student Development considers to be a valid objection to notifying the parents. Because the Director of Student Development does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the School. Although EA has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Director of Instruction, teachers or other staff.
- Remain alert to and promptly report to a teacher or campus administration safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals
- Follow immediately the instructions of teachers, School Climate Officers (SCO's) and other School employees who are overseeing the welfare of students

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school- related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

Emergency School Closing Information

In most emergencies, students will remain at school. In an emergency that prohibits re-entry to the building, such as a broken gas or water main or a fire, students and staff will be moved to an alternate site. In rare instances, school may be dismissed.

During an emergency, it is impossible for students to contact their parents or for parents to send messages to their children and school. Parents are asked to follow these procedures in the event of a school emergency:

- **Tune in to KYW, 1060-AM, in Philadelphia for continual updates. A Designee will also attempt to disseminate information through Channel 3 (CBS), Channel 6 (ABC), Channel 10 (NBC), Channel 29 (FOX) and Channel 57 (CW) in Philadelphia**
- Please do not telephone the school; there are a limited number of phone lines, which must be used to respond to the emergency.
- Please do not come to the school. Emergency and law enforcement workers must have first and immediate access to the school for the protection of children and staff.
- Keep your home and work phone lines open so that if school or district officials need to reach you, they will have immediate access.

In the event there is inclement weather, parents are asked to tune in to KYW 1060-AM, in Philadelphia for continual updates or check the school's website at www.esperanzaacademycs.org. A designee will also attempt to disseminate information through Channel 3, 6, 10, 29 and 57 in Philadelphia.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students will be allowed to enter the building no earlier than 7:00 am. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave the building immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on School premises and at school-sponsored events off School premises, such as play rehearsal, club meetings, athletic practice and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass may result in disciplinary action.

Cafeteria Services

Our school participates in the Community Eligibility Provision program, CEP. CEP is a Federal Program available to selected schools as part of the National School Lunch and School Breakfast Program. All students attending Esperanza Academy Charter Schools are eligible to receive breakfast and lunch at no charge throughout the school year, regardless of family or household income. However, we may be required to collect household financial information to have access to some education programs funded by the State.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter
must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax:
(833) 256-1665 or (202) 690-7442; or

3. Email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, school officials may, from time to time, conduct searches, including the use of specially trained dogs. Based on decisions from Pennsylvania state courts and the Supreme Court of the United States, it is acceptable to search the entire student body (such as requiring metal detectors upon entering the building or doing a locker search for the entire school) provided the School Administration gives prior notice to students of those searches.

Students' Lockers

Students' lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by school policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's locker.

TRANSPORTATION

School-Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Director of Student Development or designee, however, may make an exception if the parent makes a written request in advance that the student be released to the parent or to another adult designated by the parent.

Video Recording of Students

For safety purposes, video/audio equipment is used to monitor student behavior in common areas of the building. Students will not be told when the equipment is being used. The Director of Student Development will review the recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a video recording of the incident leading to the discipline of their child may request access.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit the school. We recognize that there may be unforeseen reasons that require immediate attention; however, for our school safety, all visitors are encouraged to make an appointment between the hours of 8:30-2:30 pm. All visitors are required to sign in at the main entrance and then report to the main office before visiting any other part of the building. All visitors may be subject to a search of their person and/or bags using a metal detector. These searches will be conducted by a School Climate Officer (SCO) stationed at the main entrance.

Visits to individual classrooms during instructional time are permitted only with approval of the Director of Student Development or designee and the teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. If any disruptive behavior exists, the visitor will be asked to leave the premises and may be escorted out of the building by an Administrator or School Climate Officer.

Esperanza Academy Charter School

Parent/Student Handbook Appendix

Esperanza Academy Charter School

Student Technology Contract
Esperanza Academy Charter School

Student Name_____ Grade_____

I_____ (student name), agree that I will follow all the rules and procedures outlined in the Student Handbook when I use any type of technology provided to me by the school. I will use the assigned Computer or electronic device and other technologies as scheduled with my classes. I understand that school computers or other devices used at school are designed primarily for educational purposes. I understand that any violation of any rules outlined in the student handbook may result in disciplinary action and the loss of access to school-owned equipment.

I am responsible for following school rules when using school computers, equipment and network and will not consume food or drink while technology is in use. I will not hold the staff or Esperanza Academy Charter School responsible or legally liable for materials distributed to or acquired from the Internet.

I am responsible for reporting any misuse of school computers, installed programs, or the Internet to a teacher or staff member at Esperanza Academy Charter School. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, bullying, modifying the appearance or operation (includes but not limited to: commands, copying or installing software, setting pass code locks), and other issues described in the handbook.

Each student is loaned a computer device to be used for educational purposes during the school day. The device should remain in its original or teacher-set configuration. The student is fully responsible for this device and if damaged or destroyed will make full payment for the device or any needed repairs.

By signing below, I understand my responsibilities as a student and as a parent and I agree to follow all school policies when using technology devices.

_____ _____

Student Name (print) Signature Date

_____ _____

Parent Name (print) Signature Date

Esperanza Academy Charter School

Contrato de Tecnología Estudiantil
Esperanza Academy Charter School

Nombre del Estudiante_____ Grado Escolar_____

Yo_____ (Nombre del Estudiante) he leído y entendido las políticas tecnológicas en el manual estudiantil. Estoy de acuerdo que seguiré todas las normas y procedimientos establecidos en el manual estudiantil al utilizar cualquier tipo de tecnología que me fue suministrada por la escuela. Voy a utilizar el Chromebook o computadora portátil asignada a mí. Utilizaré cámaras digitales y otras tecnologías en mis clases cuando sea necesario y dictado por el maestro.

Estoy de acuerdo que las computadoras escolares y otros medios utilizados en la escuela están diseñados principalmente para fines educativos. Entiendo que cualquier violación de las normas contenidas en el manual estudiantil puede resultar en acción disciplinaria y la pérdida de acceso a propiedad de la escuela el Chromebook o computadora portátil.

Soy responsable por seguir las reglas escolares al utilizar las computadoras y equipo de la escuela y no consumiré comidas ni bebidas mientras las esté utilizando. No voy a hacer responsable al personal de la Academia Esperanza Chárter ni voy a tomar acción legal contra ellos por materiales distribuidos o adquiridos a través del Internet.

También soy responsable por reportar cualquier mal uso de las computadoras y el equipo de la escuela, los programas instalados o el Internet a un profesor o personal de la Academia Esperanza Chárter. El mal uso puede venir en muchas formas, pero puede ser visto como cualquier mensaje enviado o recibido que indique o sugiera pornografía, solicitación no ética o ilegal, racismo, sexismo, lenguaje inapropiado, la intimidación, la modificación de la apariencia o el funcionamiento (incluyendo, pero no limitado a: los comandos, la copia o la instalación de software, configuración cerraduras, código de acceso) y otros temas descritos en el manual.

A cada estudiante se le prestó un dispositivo informático que se utilizará para los propósitos educativos durante el día escolar. El dispositivo debe permanecer en su configuración original o configuración dada por el maestro. El estudiante es completamente responsable por este dispositivo, si es dañado o destruido asume cargo por los daños al dispositivo, reparaciones, o remplazo.

Al firmar debajo, asumo responsabilidad como estudiante y como padre de familia y seguiré todas las reglas de la escuela en el uso de dispositivos tecnológicos.

_____	_____	_____
Nombre del Estudiante	Firma del Estudiante	Fecha
_____	_____	_____
Nombre del Padre o Guardián	Firma del Padre o Guardián	Fecha

Esperanza Academy Charter School

PERMISSION FOR RELEASE OF DIRECTORY INFORMATION

Dear Parents/Guardians:

Esperanza Academy Charter School (The Academy) is a public school serving the community. As such, we need to gather a great deal of information about students in order to provide effective educational services. We will take every precaution to keep this information confidential and use it only to enhance your child's education.

The Federal Educational Rights and Privacy Act (FERPA) prohibits us from disclosing most confidential student information to non-school persons, including government agents without your consent. However, FERPA allows us to designate certain information as directory information, which we can share without consent, unless you opt out of the disclosure of the directory information. The Academy has designated the following information as directory information:

[ ] Student's name
[ ] Student's address
[ ] Student's telephone number
[ ] Student's email address
[ ] Dates of Attendance
[ ] Grade Level
[ ] Enrollment Status
[ ] Honors and Awards
[ ] Participation in Activities and Sports

The purpose of this form is to give you the opportunity to refuse our disclosure of any of the above listed directory information that you choose. **Please indicate any items that you do not want disclosed by checking the box beside that item.**

Thank you for your consideration.

****

☐ I hereby **prohibit** the Academy from releasing the above designated directory information related to Student.

Please Print Name of Student_____

Please Print Parent/Guardian's Name_____

Parent/Guardian's Signature_____ Date_____

Esperanza Academy Charter School

PERMISO PARA DIVULGAR INFORMACIÓN DEL DIRECTORIO ESCOLAR

Estimados Padres/ Tutores:

Esperanza Academy Charter School (La Academia) es una escuela pública que sirve a la comunidad. Como tal, necesitamos reunir una gran cantidad de información sobre los estudiantes para proporcionar servicios educativos efectivos. Tomaremos todas las precauciones para mantener esta información confidencial y utilizarla solo para mejorar la educación de su(s) estudiante(s).

La Ley Federal de Derechos Educativos y Privacidad (FERPA) nos prohíbe divulgar la información más confidencial de los estudiantes a personas que no pertenecen a la escuela sin su consentimiento; esto incluye agentes del gobierno. Sin embargo, FERPA nos permite proveer cierta información al directorio escolar la cual, podemos compartir sin su consentimiento, siempre y cuando el pariente o tutor haya optado por no revelarla. La Academia comparte la siguiente información con el directorio escolar:

[ ] Nombre del estudiante
[ ] Dirección del alumno
[ ] Teléfono del alumno
[ ] Dirección de correo electrónico del estudiante
[ ] Fechas de asistencia
[ ] Nivel de grado
[ ] Estado de inscripción
[ ] Honores y premios
[ ] Participación en actividades y deportes

El propósito de este formulario es darle la oportunidad a usted de rechazar la divulgación de uno o varios datos mencionados anteriormente. **Indique los elementos que no desea que se revelen marcando la casilla junto a ese elemento.**

Gracias por su consideración.

☐ Por la presente **prohíbo** que la Academia divulgue la información relacionada con el estudiante en el directorio escolar.

Escriba el Nombre del Estudiante_____

Escriba el Nombre del Padre/Tutor_____

Firma del Padre/Tutor_____ Fecha_____