



Elementary School  
**Parent/Student Handbook**  
***2020-2021***

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## **Welcome to 2020-2021 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 and the school's **Code of Conduct**, is one important tool 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. 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.

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 and teacher 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 or in-person conference please call the school office for an appointment at **215-999-0203** or e-mail the individual directly to set up a mutually convenient time to meet. Staff members are NOT available to meet during arrival or dismissal, as the main priority at those times is the safety of the students.
- Parents have access to student's grades and course work through Esperanza Academy's web-based student tracking system called "PowerSchool". Parents will be given login information at the start of the school year.
- Parents who are interested in volunteering at school functions, including chaperoning events and trips will need to speak with a member of 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.

### **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.
- 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 has 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 assessment 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.

## ***PROMOTION AND RETENTION***

Esperanza Elementary recognizes that the personal, physical, social and educational development of each child will vary. Accordingly, students will be placed in educational settings that best reflect their needs at various stages of development.

A student may be promoted to the succeeding grade level when he/she has:

- Completed the work and state-mandated requirements at the presently assigned grade;
- Demonstrated sufficient proficiency to promote him/her to move ahead in the educational program of the next grade;
- Demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade;
- Met all attendance requirements.

### Grade 4 Promotion Guidelines

1. A student must pass Reading, Math and Science classes with a final average grade of a D or above by the end of the year, as defined by Esperanza's Grading Guidelines and the performance expectations of the Common Core Standards.
2. Students should show progress on benchmark tests.
3. Students should be reading no more than 2 reading levels below grade level expectations as outlined by the ELA Curriculum.

## **GRADING GUIDELINES**

Esperanza utilizes the grade scale shown below. Students and/or parents may request information from individual teachers about how grades are determined and what percentages are assigned to classwork, homework, participation, quizzes, tests, and any other efforts by which students earn grades.

<b>Letter Grade</b>	<b>Number Grade</b>
A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D	69-67
F	66-Below

## **ASSESSMENT**

Students in grade 4 taking the following assessments:

- Reading and Math Benchmarks (Link It!) 3-5 times annually
  - Designed to measure of skills/standards progression at the current grade level
  - Aligned to PA Core Standards
  - Used to individualize instruction, provide intervention and customize instructional plans
- Independent Reading Level Assessment
  - Embedded in ELA daily curriculum
  - Identifies the specific skills which are the most important for each student to learn next
  - Used to ensure that all students are making sufficient reading growth
- Grade Level Quizzes and Tests
  - Will be given in Reading, Math, Science and Social Studies
  - Aligned to PA Core Standards, classroom instruction
  - Used to progress monitor and intervene as needed for struggling students
- ELA, Math and Science PSSA (Pennsylvania System of School Assessment)
  - Standards-based assessment designed to measure student and school performance
  - Esperanza will follow PDE guidelines for all 20-21 assessments.
  - Please refrain from scheduling time off school during the testing window if possible.

## PSSA Testing Window 2020-2021

Assessment	Dates	Grade(s)
English Language Arts	April 19-23, 2021	Grades 3-8
Mathematics, Science and Make-ups	April 26-April 30, 2021	Grades 3-8
*Optional Additional Math, Science and Makeups*	May 3-7, 2021	Grades 3-8

### **REPORT CARDS AND CONFERENCES**

Report cards are distributed four times annually, one for each of the four quarters, with grades that reflect each student's academic progress and social development. Parent conferences are scheduled two times per year. Please plan to attend conferences! Your participation is expected.

Parents have access to their child's grades at all times using the Power School Portal. Grades are updated bi-weekly. Individual login information will be provided for parents at Back-to-School Night.

Please refer to the school calendar for end of marking quarter and parent conference dates.

### **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 may 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 guidance counselor. The 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 transfers or in which he or she 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 as appropriate.

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 he or she is 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 it reserves the right to take up to 24 hours to release those same records.**

**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—such as teachers' or counselors' personal notes about a student that are shared only within the school—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 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.

Extended release of students during the academic year for vacations and other time-off is strongly discouraged. However, if such a need arises, parent is asked to put a request in writing prior and submit it to the Director of Instruction.

## **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. 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.

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 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. No early dismissal will be permitted 30 minutes before the end of the school day.

## **Tardiness**

Repeated instances of tardiness may result in more severe disciplinary action. [See Code of Conduct]

## **Transfers**

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 previous school. 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.

## **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 Kindergarten 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.

### **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, EA has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision while in school and for approved purposes only both in school and at home. Inappropriate use of technology that violates the Student Code of Conduct standards (i.e. accessing Facebook, Instagram, and Twitter accounts) 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 passcode locks), and other issues. Students and their parents should be aware that electronic communications—e-mail—and using School computers are not private and are monitored by school staff. Students and parents are required to complete, sign and return the technology contract included in this handbook.

### **COUNSELING**

Counseling services are part of the Esperanza educational programming offered to all students. 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.

The counselor may also provide information about or make referrals to community resources to address these concerns.

To plan for the future, students and parents are encouraged to work with the counselor on how to promote academic success in the elementary grades. The counselor can also provide information about additional tools and strategies on how to support the student in their coursework.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the state of Pennsylvania for child abuse investigations and reports.

## ***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, 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 interschool 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.
- 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 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. **If a student loses their ID or book, there is a replacement fee of \$5.00.**

## **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 his or her 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, 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.

### ***COMMUNICABLE DISEASE/CONDITIONS***

To protect other students from contagious illnesses, students infected with certain diseases, 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 when returning to school after the absence(s).

Parents of a student with a communicable or contagious disease should phone the school nurse or School Counselor 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.

## ***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. Please note that teachers may deny a student's participation in a field trip because of inappropriate behavior. 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 prior approval by the Director of Instruction or designee.

## ***PRESS RELEASE***

From time to time, photographs or videos may be taken of your child for Esperanza Academy Charter School public relations publications, professional development of staff, or other school related purposes. Additionally, your child's school-related work may be displayed in the school

building in conjunction with displays of other students' work. These photographs, videos and school-related work (which are not considered student records) will be used/displayed in a manner designed to ensure that confidential information about your child's educational program will not be revealed. If you object to the use of your child's photography, the videotaping of your child for our professional development program, the posting of your child's name or image on our website, and/or the display of your child's work by Esperanza Academy, please notify the school in writing.

## **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.

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.

### **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; you are not at a sporting event.

**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.

## **Lunch Room 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 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 are expected to conduct themselves in the cafeteria as they would throughout the rest of the school building. All school rules apply, including those 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. The vending machines are provided for



convenience; tampering with them (including rocking them to retrieve stuck items) will result in severe consequences. Students needing to meet with a staff member (guidance 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***

The Esperanza Academy Food Service Department offers nutritious meals to all students on a daily basis. To ensure that students will have access to lunch and to minimize the financial burden on the school, the department will adhere to the following guideline:

- Free breakfast options are provided to our students.
- All students will be provided lunch for free all year, provided that they take all items associated with that lunch in order to ensure that their meal is healthy and balanced.
- 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 must not engage 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 he or she has been harassed by another student or by a school employee is encouraged to report the incident to an administrator or school counselor. 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 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 or any other sexual conduct, including but not limited to requests for sexual favors, sexual innuendos, sounds, vulgar language, 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 may be presented by a student and/or parent in a conference with the Director of Student Development or designee. 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 Instruction 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 Instruction 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 Instruction 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 the District 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, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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 his or her ability, will verify the official's authority to take custody of the student.

The Director of Instruction or designee will immediately attempt to notify the parent 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 principal, 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.**

- **An automated message will be sent to the cellular/home number on the students file advising of any school emergency.**
- 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 cellular, home and/or 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 their local weather station for continual updates or check the schools' website at [esperanzaacademycs.org](http://esperanzaacademycs.org). You may also call the school line at 215-999-0203 to check if the school is closed. A designee will also attempt to disseminate information through Channel 3, 6, 10, 29 and 57 in Philadelphia. We will also send an automated message to the cellular/home number on record.**

## **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 7:50 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 or any stricter code of conduct for participants established by the sponsor. 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**

The School participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need, and each student in EA receives an application for free and reduced-price lunches at the beginning of each school year. Information about a student's participation is confidential. All other EA students and staff members must pay for their meals. Contact the office for an application or for additional information.

## **Meetings of Non-Curriculum-Related Groups**

Students are permitted to meet with non-curriculum-related groups during the hours designated by the Director of Instruction or administration before and after school. A list of these groups is available in main office.

## **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. Searches are conducted without a warrant and as permitted by law.

## **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 Instruction 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.

### **Videotaping 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 tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit the school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first 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 Instruction 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.





# **Parent/Student Handbook Appendix**



**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





**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, solicitud 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



**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 the 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 \_\_\_\_\_



## PERMISO PARA DIVULGAR INFORMACIÓN DEL DIRECTORIO

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 hijo.

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, incluidos agentes del gobierno sin su consentimiento. Sin embargo, FERPA nos permite designar cierta información como información de directorio, que podemos compartir sin su consentimiento, a menos que opte por no revelar la información del directorio. La Academia ha designado la siguiente información como información de directorio:

- 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 de rechazar nuestra divulgación de cualquiera de los datos del directorio que se mencionan anteriormente que usted elija. Indique los elementos que no desea que se revelen marcando la casilla junto a ese elemento.

Gracias por su consideración.

.....

Por la presente **prohibo** que la Academia divulgue la información del directorio designado anteriormente relacionada con el Estudiante.

Escriba el Nombre del Estudiante \_\_\_\_\_

Escriba el Nombre del Padre/Tutor \_\_\_\_\_

Firma del Padre/Tutor \_\_\_\_\_ Date \_\_\_\_\_