



LA CASA
de Esperanza, Inc.

2016-2017

Parent/Student Handbook



La Casa de Esperanza Charter School

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Welcome to the La Casa de Esperanza Charter School

Like our namesake, La Casa de Esperanza, we believe our “school house” will create HOPE for all the students who enter our doors.

Helping

Others

Pursue

Excellence

As a publicly funded Charter School, we are held to the highest standards in student achievement and our goals for student performance are lofty. Here are some of the benchmarks La Casa de Esperanza Charter School will be using to evaluate school performance:

- Students will achieve a 97% daily attendance rate.
- 100% of students will graduate from the La Casa Charter School.
- Students will meet or exceed state averages in standardized reading and math test scores.
- All students will attend the high school of their choice.
- All students will be of the highest character, and will be responsible, concerned citizens.
- Students will be positioned to attend the college, trade school, tech school, or skilled labor program of their choice.

In order to achieve these goals, the La Casa de Esperanza Charter School has adopted the full-service school model. This model is unique in its ability to ensure our students and families have access to a diversity of services and programs designed to support the academic, social, emotional, and physical development of our students.

In addition to services and programs, the full-service model requires parents and the broader community be authentic partners in the educational process. Parents of La Casa de Esperanza students are considered primary stakeholders in the school and that means you are respected, trusted partners in your child’s education. We believe all of us working in unison creates a strong bond that ensures our students have the support they need to reach their potential.

As the leader of the La Casa de Esperanza Charter School, I am committed to creating this culture where HOPE is truly a guiding principle for daily behavior. I thank you for being part of the La Casa de Esperanza Charter School and want you to know my door is always open.

Regards,

Ms. LaShawnda Holland
Principal

School Mission, Vision, and Core Beliefs

Mission

La Casa de Esperanza Charter School in collaboration with families and community partners, provide learning experiences of the highest quality that significantly increase academic achievement of all students. The success of its full service approach contributes to the elimination of the achievement gap in our community.

Vision

A full service, extended-day, school providing year-round programming, that integrates quality education, family strengths, La Casa de Esperanza programs, and a broad array of community resources, igniting the passion for lifelong learning, community service and personal excellence in tomorrow's leaders.

La Casa de Esperanza Charter School Benchmarks of Success

- Students will achieve a 97% daily attendance rate.
- All students will be of the highest character, and will be responsible, free, citizens.
- 100% of students will graduate from the La Casa Charter School.
- 100% of parents will be engaged in school.
- The community will be welcome into the Charter School as mentors and role models.
- All students will attend the high school of their choice.
- Students will be positioned to attend the college, trade school, tech school, or skilled labor program of their choice.
- All students will have learned the habits and attitudes necessary to support the demands of a career.
- All students will be leaders and role models in their neighborhood and their communities.

Core Beliefs

- Service Model
- Environment of high expectations and “no excuses” mentality
- Highly trained and qualified staff, with a strong sense of mission, combined with rigorous curriculum
- Character Education
- Culture competence supporting a sense of family and community

School Contact Information

In cases of an emergency, please contact Principal Kristy Casey at 262-893-0612 or kcasey@lacasadeesperanza.org or Parent Coordinator Pam Montanona at 262 527-6820 or Pmantanona@lacasadeesperanza.org.

Each teacher will provide parents with their individual contact information.

School Calendars/Events

The school calendar can be accessed at www.lacasadeesperanza.org/charter-school-calendar. The school will also announce special events by sending home information with your child.

Admissions/Enrollment

La Casa de Esperanza Charter School is a full-service school currently serving students from K4-1st Grade. The school will continue to add one grade per year until it is a K4-8th school. Children are accepted regardless of race, color, sex, disability, or national origin. The program hours are 8:00 a.m. to 5:30 p.m..

To officially ensure your child is enrolled, you must complete the following paper work:

- Enrollment Form
- Health History and Emergency Care Plan
- Up-to-date immunization record
- Recent physical (not more than 6 months prior or more than 3 months after enrollment)
- Child and Adult Care Food Program enrollment form
- Parent agreement
- Schedule with days and times of care needed

Supplies

No school supplies are needed, except for a backpack. La Casa de Esperanza Charter School will provide all other school supplies.

School Daily Schedule

Office Hours: 8:00 a.m. - 4:30 p.m.

Teacher Day: 8:00 a.m. - 4:00 p.m.

Academic Day: 8:30 a.m. - 3:30 p.m.

Extended School Day: 3:30 p.m. – 5:30 p.m.

Student Arrival Procedures

Students being dropped off outside of the building, will be supervised by staff as they enter the building and go to their respective classroom.

Because the safety of all children is important to us, La Casa de Esperanza Charter School requires all visitors to:

- Use the school main office entrance
- Report to school receptionist
- Show some form of current identification
- Sign in on the school's visitor record form
- Wear/display La Casa de Esperanza Charter School visitor pass while in the school
- Return the visitor pass to the office/security desk and sign out

Student Dismissal Procedures

At the end of the traditional school day, students will be supervised by staff as they wait for their parents' arrival. Students who are participating in the after school program will be taken to the appropriate classroom and signed in on the afterschool attendance sheet.

Late Arrival and Early Dismissal

Students who report to school late or need to depart early are to go to the school main office to sign in or sign out. A parent-signed note will be presented for student's late arrival or late dismissal. Students must obtain an early exit pass from the office and present it to their teacher(s)

Transportation

La Casa de Esperanza Charter School will not provide transportation. Students will either be transported, as allowed by the Waukesha School District, or arrive via private vehicles. La Casa de Esperanza Charter School staff members will supervise students during morning arrival times and afternoon departure times.

Parking

Parents and visitors can park on school designated area.

After-School and Summer School

Participation in the after-school program and summer school at La Casa de Esperanza Charter School are expectations for all students. La Casa will provide a safe and stimulating environment to enable students to be a caring, healthy, independent and responsible member of the community.

After-School Program and Summer School Goals:

- Facilitate the development of plans that identifies and addresses the specific academic needs of each student.
- Offer students additional learning opportunities.
- Develop new skills, address areas of academic weakness and provide enrichment opportunities that enhance learning.
- Motivate students to pursue learning.
- Support the student's development of creativity.
- Implement programs to promote student's personal and social skills.
- Teach the importance of health for children and help their parents learn more about nutrition and wellness.
- Encourage families to support and participate in additional learning.

Student Attendance and Absences/Tardiness

Daily Attendance

Daily attendance is one of the keys to academic success. School starts promptly at 8:30 a.m. All students are expected to be in their classroom ready to learn by 8:30 a.m. Excellent attendance and punctuality are key factors to promote academic success. Therefore it is essential for students to be in school every day and be on time in order to prepare them for their future. La Casa de Esperanza Charter School staff expects to maintain a 97% or better record for each student. Teachers, administrator and the entire staff at La Casa de Esperanza Charter School are relying strongly on parents to help us meet this high standard.

Reporting Students Absences

Call La Casa de Esperanza Charter School between 8:00 a.m. - 9:00 a.m. every day a student is absent. The school phone number for reporting absences is 262 527-6820. Please give the child's name, grade level, teacher, and reason for absence.

If a parent has not called La Casa de Esperanza Charter School regarding an absence:

- The student must bring a parent-signed note and report to the school office when they return.
- The note must include the date/s and reason for the absence/s.
- If the student fails to bring a note, parent will be contacted. Calls will be made to the place of employment if necessary.

Excusable valid reasons for your child to be absent from school:

- Personal illness-after five days, the school may request a written excuse from the doctor as proof of the physical illness
- A serious illness or death in the student's immediate family necessitating absence from school
- Medical/dental appointments
- Funeral
- Observing religious holidays, necessitating absence from school
- Family emergencies
- Required legal appearances
- School suspensions
- Prior approved absences-from the Principal, which have been deemed educationally beneficial to the student.

When to Keep a Child Home from School

It is important for children to attend school. However, when a child is sick, you need to keep them home to prevent spreading illness to others, if the following conditions exist:

- Fever (temperature 100 degrees or higher). A child with flu-like illness (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.
- Vomiting or diarrhea. Children who have vomited or had diarrhea should be kept at home and should return to school only after being symptom-free for 24 hours.
- Heavy nasal congestion or frequent cough.
- Ear-ache. Ear infections may require medical treatment. A child should stay home until pain free.
- Impetigo is a contagious bacterial skin that usually begins with small fluid filled blisters that cause a honey-colored crust on skin after bursting. It is important to have these symptoms evaluated by a medical provider because untreated infection can lead to serious complications; 24 hours after starting prescribed antibiotics, impetigo is no longer contagious. Students may attend school if drainage can be effectively kept covered and is not extensive.
- Pink eye is a common infectious disease of one or both eyes caused by several types of bacteria and viruses. The eye typically appears very red and feels irritated. A child with the above symptoms should be kept at home until evaluated by medical provider and return to school with or without treatment depending on the diagnosis.
- If your child has been diagnosed with a contagious disease.
- Head Lice are tiny insects that live only on human scalps and hair. They do not cause illness or carry disease. An itchy scalp is the most common symptom. The most important step for getting rid of head lice is daily careful nit removal for at least 14 days using a special lice comb and by "nit picking". In addition, over the counter and prescription treatments are available. Keep your child home for a maximum of two school days to provide head lice treatment.

Medications

- For any medications given at school, you must send a written permission and complete the official medication school form.
- If your child will need medications during school time, please send the medication in the original pharmacy container with the pharmacist's label on it.
- All medications will be securely stored in the main office.

School Closings

La Casa's philosophy is to hold school whenever possible, despite weather conditions. If an individual parent judges conditions to be hazardous and wishes to keep the student home, he or she should notify the school of the student's absence. In the event school should be closed, an announcement will be made on the following radio/television stations: WKTI, WUMYX, AM620WTMJ, TV Channels: 4, 6, 12, and 58.

Non-discrimination Statement

La Casa does not discriminate against its children or families based of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation.

SECTION 2 - PARENTAL INVOLVEMENT

La Casa de Esperanza Charter School Partnership Pledge

La Casa de Esperanza Charter School believes parents are equal partners in the education of their child(ren). This partnership is joined by a compact and commitment between the school and its families.

La Casa de Esperanza Charter School Pledge	
La Casa de Esperanza Charter School will... <ul style="list-style-type: none"> ❖ Provide a quality education to prepare child/children for the future ❖ Provide nutritional breakfast and lunch ❖ Provide a safe environment that support learning ❖ Support honesty and integrity, discipline and responsibility, and creativity in learning ❖ Maintain communication with families 	Families will... <ul style="list-style-type: none"> ❖ Provide a safe home environment for their child's / children's learning ❖ Provide proper nutrition, adequate rest and prepared to learn every day ❖ Have high expectations and collaborate with school staff to help their child / children succeed in school ❖ Be a positive role model for their child / children ❖ Be actively involved in school and their education

La Casa de Esperanza Charter School

School Effectiveness Compact

“Working Together Can Make Positive Difference in Student Achievement”

As a Staff Person:

I promise to.....

- ✚ Provide a safe and, comfortable environment that is conducive to learning where they will acquire a sense of belonging and pride in their school
- ✚ Come to school prepared to teach every child's needs
- ✚ Provide a multicultural environment in which they learn to respect and appreciate diversity
- ✚ Work together closely with the child and his/her parents or guardians to create an effective home-school team
- ✚ Prepare students for the future through technology
- ✚ Work collaboratively with my colleagues in order to improve school programs
- ✚ Maintain a positive and respectful attitude towards students, school and each other
- ✚ Believe all students can learn
- ✚ Act as positive role models for our students

I need.....

- ✚ Students who are enthusiastic and ready to learn
- ✚ Respect from students, families, other staff members, administration, and the community to provide quality services for the students

As a Parent/ Guardian:

I promise to.....

- ✚ Have high expectations for my child
- ✚ Form an interactive team with my child and his/her teachers
- ✚ Be aware of the academic expectations and programs for my child
- ✚ Have my child attend school every day and on time
- ✚ Respect school staff and the cultural differences of others
- ✚ Attend all parent educational conferences
- ✚ Be respectful to all school personnel and all community members
- ✚ Address issues/problems in a respectful manner directly with the corresponding school authorities
- ✚ Keep the school informed concerning current email address, address, telephone, emergency information, and student medical information
- ✚ Create a safe, positive, and disciplined learning environment at home

I need....

- ✚ Highly qualified and experienced teachers and staff to ensure a successful school program
- ✚ Respect for teachers and support staff
- ✚ Frequent communication with the school
- ✚ Respect for my culture

As a Student:

I promise to.....

- ✚ Have high expectations and positive attitudes for myself
- ✚ Attend school every day and on time with the necessary tools for learning
- ✚ Come to school prepared to learn
- ✚ Respect ourselves, others and property
- ✚ Respect differences and cultures of others
- ✚ Complete classroom assignments and homework on time
- ✚ Obey the rules of student conduct and use self-discipline
- ✚ Follow all school policies on behavior

I need....

- ✚ Teachers and school staff who believe all students can learn
- ✚ A safe and secure environment for me
- ✚ Respect for me, my family, and my culture

Parent Responsibilities

La Casa de Esperanza believes that when parents work closely with their students and the school, students, family and school will benefit. In addition to the availability of administrative staff and teachers, La Casa de Esperanza Charter School eventually will have a Parent Involvement Committee that will provide excellent opportunities for parents to become involved with our organization, at the school, and in the classroom.

Parent – Teacher Conferences

Strong parental involvement positively impacts student achievement. Collaboration between parents and teachers is essential. It is important that all parents / guardians attend parent-teacher conferences. Our school expects all parents to participate in parent-teacher conferences twice a year. Dates, times, and information will be announced.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up your child. The center may not deny a biological parent access to their child without proper documentation stating we have the right to do so.

Parent Volunteers

Parent volunteers are important for student success. La Casa de Esperanza Charter School will offer plenty of opportunities for parent to volunteer.

Participation services may be in any of the following areas:

1. Attendance at meetings and focus groups
2. Fundraising
3. Assisting teachers in classrooms
4. Participation in school activities
5. Supervising students
6. Participation in community/school events
7. Participation in Fiesta Waukesha

School – Family Compact

As a parent of a student at La Casa de Esperanza Charter School you are ask to read and sign the School – Family Compact. By signing the School – Family Compact (page 33 of this handbook) you as a parent are expressing your full commitment to the education of your child(ren).

Parent Involvement

Parent Involvement is essential to the success of the La Casa de Esperanza Charter School. We encourage parents to volunteer in the following ways:

Building School Community

To encourage continued development of the school community through events & activities that bring parents, students, and teachers together.

Examples:

Winter Family Fun Night
Teachers' Appreciation Week and Dinner
Pancake Breakfast with Santa

Parent Involvement Committee

To encourage the involvement and support of parents in the life of the school and in the educational process of their children. La Casa de Esperanza believes that when parents work closely with their students and the school, students, family and school will benefit. In addition to the availability of administrative staff and teachers, La Casa de Esperanza Charter School will have a Parent Involvement Committee that will provide excellent opportunities for parents to become involved with our organization, at the school, and in the classroom.

Examples:

On-going school-wide invitation to parents to join PIC
PIC representation at the parent orientations and other parent events
Offering babysitting at PIC meetings to encourage parent attendance

Assisting with Special School Needs

To address the special need of parents, students, teachers, and the school through fund-raising or by organizing special events and committees

Examples:

Fall Pizza sale for field trips & other classroom needs
Emergency Committee to help our La Casa de Esperanza Charter School families in extreme crisis
Spring Fund-raiser
Graduation Committee
Hospitality Committee to help in ushering at school events and concerts
Chaperoning field trips
School Open House

Parent Advocacy/Empowerment

To the voice for need of parents as they arise and to bridge communication between parents, teachers and school administration.

Examples:

Addressing school-wide parent concerns
Staff the Parent Resource Center

*Representation on the La Casa de Esperanza, Inc. Board's Education Committee
Sponsoring a table for hard working parent volunteers at the La Casa de
Esperanza, Inc. Annual Dinner
Continually empowering parents to rise up to leadership positions in our school*

School Governance Council

The School Governance Council is the governance board of the La Casa de Esperanza Charter School. Council meetings are held monthly, 9 times a year. The term for each member is two years.

Parent Coordinator

The La Casa de Esperanza Charter School believes parents are respected, equal partners in the education of La Casa students. In order to facilitate communication and collaboration with parents, La Casa has established a full-time parent coordinator position. Believing that the “presence of parents can transform the culture of the school” (Lightfoot, 1991), the Parent Coordinator will improve communication between the school and the home, welcome the parents into the school, and oversee the Parent Resource Center (see below).

Parent Resource Center

Believing that the presence of parents can help transform the culture of the school, the La Casa de Esperanza will establish a parent center designed to create a welcoming place for parents in the school. The parent center will provide academic, social, and emotional support for parents. The Parent Center will include computer work stations, meeting space, and a homework area. Parents are welcome to use the Parent Resource Center any time during the day, but are asked to register in the main office.

Parent Complaint Process

In matters of a parent concern or complaint with the school, the first step is to contact the teacher directly to schedule a meeting. If that meeting does not resolve the issue, the parent is encouraged to contact the Principal directly to set up a second meeting. If appropriate, the follow up meeting may involve the classroom teacher. In all matters related to the complaint process, a professional manner is an expectation.

Parent Involvement Contract

As a parent of a student at La Casa de Esperanza Charter School you are asked to read and sign the Parent Cooperation Contract. By signing the Parent Involvement Contract (available at the end of this section) you as a parent are expressing your full commitment and cooperation to La Casa de Esperanza Charter School, and the, by volunteering and following the “Pledge of Cooperation”.

SECTION 3 - CURRICULUM AND INSTRUCTION

La Casa de Esperanza Charter School believes that an integral part of the learning process is the way in which content is delivered that makes it meaningful to each student. Every teacher at the La Casa de Esperanza Charter School has the responsibility to create an engaging learning environment that is responsive to the needs of all students.

Teachers use appropriate instructional strategies, core content, and standards to foster the goal of mastery. The school fosters and promotes the value of multicultural diversity. The school ensures that instruction is tailored to each child's needs, as well as employ educators who are culturally sensitive, respectful, positive, and encouraging. Each is given opportunities to learn according to his/her unique learning style, as teachers use different instructional strategies and modes of instruction.

Progress Reports and Report Cards

Parents at La Casa de Esperanza Charter School will receive three standards-based report cards per school year. The report card:

- Will inform parents how students are performing
- Measures students' knowledge of grade-level content by reporting the most recent, consistent level of performance
- Allows students, families, and teachers to work together to set meaningful goals for improvement
- Provides information about student's work habits, behaviors, and efforts

School Homework Policy

Homework is an essential part of the learning process. It gives students an opportunity to practice newly taught skills, review previously mastered skills, and develop independent study habits.

All students at La Casa de Esperanza Charter School receive homework. It is the expectation that homework be completed at home, by the students, to prepare for the next school day. It is helpful if your child has a quiet place that is conducive for study. It is also helpful if parents offer to assist or check the child's assignments. Parents are encouraged to check the assignments folder daily and check with their child to ensure homework is being finished.

Teachers will discuss homework policy and procedures with students and share it with parents. Suggested guidelines are one-half hour to 45 minutes for pre-kindergarten and kindergarten.

All students will receive a complimentary homework folder. This folder should be sent home daily and returning the following day.

If a student is absent more than one day, it would be advisable to get the student's work. Contact the teacher and arrange to pick up the missed assignments. This policy does not apply to students on vacation.

SECTION 4 – A SAFE. POSITIVE SCHOOL ENVIROMENT

La Casa de Esperanza Charter School is committed to creating a safe and positive environment to enjoy the teaching and learning process, for all our students, staff, parents, stakeholders, and community partners. La Casa de Esperanza Charter School will ensure that all students and teachers are well-motivated, and dedicated to pursue excellence in academic knowledge, skills and behaviors. La Casa believes that all children can succeed in a safe learning environment.

Student Responsibility

- **Attendance and Tardiness**
Daily attendance is one of the keys to academic success. School starts promptly at 8:30 a.m. Student tardiness disrupts class, inconveniences others and often results in academic difficulties. If a student arrives late 3 times in a single week, the family will be required to meet with the Principal.
- **Dress Code**
Students are expected to be properly dressed for school according to the dress code. Parents may be asked to bring the proper clothing to school if such infraction occurs.
- **Gum, Food, and Beverage**
Students may not chew gum or eat or drink at unauthorized times or places. If a student is eating the school lunch he/she may not bring additional items to eat. Students who bring additional items will have them confiscated by the staff..
- **Learning**
When class begins, students must be prepared and have all necessary materials (books, pens, paper, homework, assignment notebook, etc.) Completing homework is essential to the success of individual students and the classroom community. Each student will receive an assignment notebook and is expected to have all homework completed on time. Teachers will discuss expectations for homework completion in each class.
- **Honesty**
Students are not permitted to lie or attempt to conceal the truth. When asked a question, students are expected to be honest with staff members.
- **Respect**
A school cannot properly provide instruction if students are disrespectful toward adults. A student cannot be disrespectful toward a staff member or any adult associated with the school. Students may be removed from class as necessary and may be issued a suspension or parent conference.
- **Appropriate Material/Property**
Student cannot possess beepers, walkmans, cell-phones, electronic equipment, games, printed text or lyrics that are vulgar, profane or sexually explicit, or any other items that are inappropriate for a school setting. Such items in school will be confiscated by staff members and must be retrieved by the student's parents.
- **Physical Contact**
Students may not cause physical injury to a student, school employee or another person. Harassing, pushing, touching, or any unwanted/inappropriate physical contact is not tolerated.

- **Possession or use of Firearm**

Students may not possess or use a firearm or a mock firearm. Students are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have a weapon on him/her or his/her property. **The Waukesha Police Department will be immediately notified.**

- **Personal Property**

Students may not steal, lose, or damage someone else's property or school property. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged or stolen property. Such acts may result in detention or suspension.

- **Use of Technology or School Property**

Students must treat computers, printers, and other technology with care. Any use of the computer in an inappropriate way towards another student or staff member may result in consequences from the school. Students must not mistreat other school property including lockers, desks and restrooms.

- **Vandalism**

Students cannot maliciously or intentionally cause damage to school property or property of others. This includes situations in which minor damage can be repaired or replaced at no cost to the school. Students will be required to pay for replacing or repairing the damage. This may result in detention, suspension or expulsion.

Student Dress Code/Uniform

The school uniform is an important part of the overall culture of the school. Students are required to wear the school uniform every day. In those rare circumstances when the child does not have his or her uniform, the school will have some additional sets of uniforms available.

La Casa de Esperanza Charter School believes that a student dress code is an important part of creating a school environment that is safe, conducive to learning and free from distraction. La Casa de Esperanza Charter School has a dress code policy.

We ask you to cooperate with the school by having your child follow the school's dress code. Students who do not follow the policy will be sent home to change.

Formal Uniform: Khaki pants or skirt, navy blue polo shirt, and red sweatshirt. Khaki shorts may be worn during warm weather days.

Students are required to wear their school uniforms every day.

Inappropriate Items

The following items are not allowed to be brought, worn or used in La Casa de Esperanza Charter School

- Earrings (boys)
- Medallion jewelry
- Sleepwear including house slippers
- Beepers, cellular phones, cameras
- Laser pointers
- Pepper spray
- Gang related hair cuts
- No designs/carvings on hair
- Hair coloring

Communication Devices/Cell Phones

Students are not allowed to activate, or use electronic communication devices, such as cell phones and pagers, for a purpose other than an approved educational purpose. In violation of this policy, they will be confiscated. School will not be financially responsible for lost or stolen items.

Communication with Families / Family Newsletter

La Casa de Esperanza Charter School believes it is essential to maintain a positive communication with families to contribute to the child's school success. Parents will be informed of school news, services, activities, and events. The school will be sending home a Family Newsletter every month. The Parent Coordinator will also act as a key communicator and liaison between parents and the school.

Discipline Referral Process

The following will be the procedure in case of an infraction of the code of conduct.

- Verbal discussion between teacher and student
- Discipline referral to administration
- Meeting with parents
- Follow up with written plan for student
- If necessary, referral to CEO of La Casa de Esperanza.

Bullying Policy

La Casa de Esperanza Charter School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in La Casa de Esperanza Charter School, La Casa de Esperanza buildings, property and educational environments, including any property or vehicle owned, leased or used by the school and/or the La Casa de Esperanza organization. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

SECTION 6 - SCHOOL POLICIES AND PROCEDURES

Posting of Information

A parent bulletin board will be maintained in the Parent Center. Examples of items that will be posted for parent's information include:

- Copy of current license
- Copy of center policies
- Copy of licensing regulations
- Copies of any violations
- Monthly newsletters
- Lesson plans
- Weekly Theme letter
- Information about community events, training opportunities, etc.

Information regarding any communicable diseases will be posted on the classroom doors.

Emergency Contact Cards

Parents are required to fill out an Emergency Contact Card at the beginning of the school year. The Emergency Contact Card helps the school to locate parents / guardians in case of the child illness or emergency. Only adults authorized by the parent / guardian on the Emergency Contact Card are allowed to pick up a child from the school, or receive information about the child.

Fundraisers

La Casa de Esperanza Charter School will conduct appropriate fundraisers for the benefit of the students and the school as needed.

School Supplies

La Casa de Esperanza will supply most supplies. All students are required to provide their own backpack.

Emergency Drills

Our school will hold Emergency Drills on a regular basis.

Extracurricular Activities

La Casa de Esperanza Charter School offers to students the opportunities to develop extracurricular activities such as field trips that will be part of the overall curriculum. Cost for these extracurricular activities will be communicated to parents at the proper time or before such activities take place.

Outdoor Activities

In accordance with licensing regulations, outdoor play activities are scheduled every day. We may not take the children outdoors in inclement weather, based on the judgment of the director. The fresh air and physical activity are important for each child to experience daily for general well-being and healthy development. Please make sure that you provide clothing that is appropriate for the outside temperature.

If you bring your child late, please allow a few extra minutes to take him/her outside to his/her class. For your convenience, the children will be back in the classroom or by 2:30 p.m. except during special outings. Outings will be noted on each classroom's whiteboard.

Food and Nutrition

Eating experiences at La Casa de Esperanza encourage sampling new foods while providing proper nutrition. Meal time is meant to be a time for socialization, role modeling of proper hygiene and learning of self-help skills. Children will be encouraged to serve themselves and to try new foods. All children enrolled in this center, including infants, are eligible for meals through the United States Department of Agriculture (USDA) Child and Adult Care Food Program and the National School Lunch Program.

Morning snack, lunch, afternoon snack, supper and evening snack are provided. School age children receive an afternoon snack, except on full day schedules, when they also receive breakfast and lunch.

Weekly menus are posted in the classrooms and are available upon request. Alternate meals will be prepared if required because of allergies (with a doctor's note) or for religious beliefs. It is essential that you notify us of any allergies your child may have.

Information About the Student Immunization Law

There are minimum requirements immunizations for each age/grade level. For information on these requirements, please go to <https://www.dhs.wisconsin.gov/publications/p4/p44021.pdf>.

Non-Discrimination Policy

La Casa de Esperanza Charter School is committed to equal educational opportunity for all students. It is the policy of the La Casa de Esperanza Charter School pursuant to s. 118.13 Wis. Stats., and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other programs.

Confidentiality

Information regarding family and/or personal issues will be handled confidentially. Members of the day care center staff are under professional obligation to respect and maintain confidentiality at all times regarding information about any child or any parent/family. This means that no staff member may reveal any information about any child or family that attends the center for child care. A staff member may not confirm or deny that a particular child is enrolled at the center unless authorized by the parent(s).

Child Abuse and Neglect

Each child, upon arrival at the center, shall be observed for evidence of bruises, lacerations, burns, etc. This shall be noted in the medical log. The State of Wisconsin designates child care providers as mandated reporters of child abuse and neglect. This means that we are required by law to report anything we suspect as abuse or neglect. If you are the subject of a report, we may inform you, as appropriate, whether or not we were the reporting agency.

La Casa de Esperanza, Inc. also has a policy and procedure in place to address any concerns relating to any inappropriate staff/child interactions to ensure the safety of all children receiving care

Health

Keeping the center a place for well and healthy children is a responsibility we share with you. Please do not bring your child into the center if they are sick. Children who have a communicable disease/illness may not attend La Casa de Esperanza Charter School. If your child becomes ill while attending, parent(s) will be contacted. Any child experiencing any of the following may not remain at the center:

- A fever of 100 F or higher
- Contagious skin or eye infection
- Diarrhea three times in the course of two hours
- Vomiting
- An illness which otherwise prohibits the child from participating

If your child is sent home because of illness, s/he must be free of any of the above symptoms for at least 24 hours (without the use of fever reducing medication) before returning to EHS/day care.

State law requires that we notify parents of children who become exposed to certain contagious illnesses. This will be done through a notice posted on the classroom door, but we will not disclose the identity of any child or family. If your child should become infected with a contagious illness, please notify your child's teacher immediately so we can notify families of the other children who may have been exposed.

Administration of Medication

Staff members are permitted to administer prescription or non-prescription medications to your child under the following conditions:

- The parent authorizes the medication in writing
- The medication is in the original container and labeled with the child's name, dosage and directions for administration

Medication will be stored in an area inaccessible to children and medications requiring refrigeration will be kept in a separate, labeled container.

Staff will document the administration of medications in the injury/medication log located in each classroom.

Acknowledgement for the School – Family Compact and the Parent / Student Handbook

It is essential that families and school staffs are agree to work together. La Casa de Esperanza Charter School developed a School-Family Compact with the purpose to help parents and teachers come to an agreement on the responsibilities that impact student achievement.

This is to certify that we have read the **2016-2017** Student Handbook issued to our son/daughter, a student at La Casa de Esperanza Charter School. We have also read and agreed to the School-Family Compact.

Print Student's Name: _____

Student I.D. No.: _____

Student's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Print Name _____

Date: _____

Please tear off and return this signed form to the school office