



PARENT / STUDENT HANDBOOK

2020 - 2021

LA CASA DE ESPERANZA CHARTER SCHOOL

**410 Arcadian Ave
Waukesha WI 53186
Phone: 262-446-9901
Fax: 262-235-2123**



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INTRODUCTION

Letter from our Vice President of Educational Services

Dear Parents/Guardians of La Casa de Esperanza Charter School:

I am so glad to be reaching out to you to inform you of our plans for the 2020-2021 school year. Since last March we have been in an unexpected state of uncertainty. I am very proud of the work that the teachers were able to do as we navigated through those times. They were caught off guard and had to switch their mode of instruction from one day to another. It began as a trial and error situation, but they were able to quickly determine their best way to teach virtually and students' best way to learn. I want to thank all of you parents for supporting the work that the teachers were doing and for your patience as we found our way.

Having experienced that, we are now better informed to prepare for the year ahead. I can assure you that there has been a lot of thought put into our re-opening plan. We have reviewed CDC and DPI guidelines. Conversations have been held with staff, parents, our La Casa de Esperanza's Education Committee as well as other community leaders. We have researched what other school districts are doing and have taken into consideration our capacity to ensure the safety of your children.

With all of that in mind, we are proud to announce that we will be offering face-to-face instruction as well as virtual instruction for the 2020-2021 school year. Our school will be open our regular hours, five days a week. We have heard from working parents who need this option offered to them. Our classrooms will be equipped with webcams which will enable parents who opt for virtual learning to access instruction in real time as well as a recorded version that fits their schedule. We understand that some families have family members who are high risk and are living with them at home and are concerned about possible exposure.

For those of you who opt to have your children come to school every day, I want to assure you that we will be implementing recommended measures in order to provide a safe learning environment for your children. Some of those measures are as follows:

- Ratios will be limited to 15-18 to 1 depending on classroom size.
- Physical distance will be enforced.
- Temperature check, health survey and handwashing will be done prior to students entering school.
- Masks will be required to comply with the state-wide mandate.
- Supplies will not be shared by students. All students will be required to have a large, plastic bin to put their bookbags, coats and materials in.
- Anyone displaying symptoms will be sent home.
- Students will be dropped off at front door and escorted in by staff.
- Students will be escorted out by staff at dismissal.
- Parents/visitors will not be allowed in building unless they have a scheduled meeting.
- Students will eat breakfast and lunch in the classrooms.
- Recess/bathroom times will be staggered.

- Equipment will be sanitized after use.
- Classrooms will be sanitized at the end of every school day.
- Transportation will be provided to qualifying students with proper precautions taking place as students enter the bus.

We are also very much aware that there will be families who opt for virtual learning. To accommodate these families, the following measures will take place:

- Webcams will be placed in every classroom.
- Chrome books or tablets will be available for students who need them.

To prepare in the event that the entire school shuts down again, teachers will be utilizing Google Classroom for both virtual and face to face instruction. They will teach the students how to utilize this platform and assign all work through this mode. We will also be offering training for parents so that they too become familiar with this platform.

In this packet you will find a registration form that needs to be filled out and returned. Please indicate on this form if you are interested in face to face instruction or virtual instruction. This information will help us better prepare to receive your children on September 1, 2020.

As always, I welcome you feedback and questions. During the month of August, I will be holding meetings to discuss this plan and answer any questions parents may have. Parents can also reach out to me at 262-446-9901 or at mayala@lacasadeesperanza.org.

I want to thank you for trusting us to provide a safe and challenging academic environment for your children. I can assure you that we will not let you down!

Maria Ayala
Vice President of Educational Services
La Casa de Esperanza Inc.

School Mission and Vision

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.

Response to COVID-19

At La Casa de Esperanza Charter School your child health and safety are our top priority.

To that end, we have reviewed CDC and DPI guidelines. Conversations have been held with staff, parents, our La Casa de Esperanza's Education Committee as well as other community leaders. We have researched what other school districts are doing and have taken into consideration our capacity to ensure the safety of your children.

We will be implementing recommended measures to provide a safe learning environment for your children. Some of those measures are as follows:

- Ratios will be limited to 15-18 to 1 depending on classroom size.
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- Students will eat breakfast and lunch in the classrooms.

- Recess/bathroom times will be staggered
- Equipment will be after use.
- Classroom will be sanitized at the end of every school day.
- Transportation will be provided to qualifying students with proper precautions taking place as students enter the bus.

Health Room Assistant

Luz De La Paz

262-446-9904

Virtual Learning

We are also very much aware that there will be families who opt for virtual learning. To accommodate these families, the following measures will take place:

- Webcams will be placed in every classroom.
- Chrome books or tablets will be available for students who need them.

Parents we ask that if you opt for virtual learning and need internet or a device to please let us know. We also ask that we have your full commitment to help us ensure your child will be successful during virtual learning.

Principal Responsibilities

- Provide an environment that allows for positive communication between the teacher, parent/guardian, and student.
- Set high standards for students by providing a challenging curriculum.
- Report publicly on school-wide achievement and help teachers and families understand how adopting high standards can lead to school-wide improvement.
- Facilitate high-quality professional development for teachers.

Teacher Responsibilities

- Prepare quality lessons and challenging learning experiences which are engaging for all students.
- Help each child grow to his or her fullest potential.
- Demonstrate an enthusiasm for learning.
- Correct assignments in a timely manner.

- Provide timely and meaningful feedback.
- Communicate regularly with parents/guardians regarding a student's progress.
- Provide positive support for the academic, social, and emotional growth of all students.

Parent/Guardian Responsibility

- Provide a quiet place to do homework.
- Set aside a specific time to do homework.
- Look over assignments and check for understanding.
- Sign all papers that require a parent's/guardian's signature.
- Ask questions about what was learned in school each day.
- Attend parent/teacher conferences and school events that involve your child.
- Make sure your child comes to school well-fed and rested.

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 de Esperanza Charter School.
- Parental involvement 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

La Casa de Esperanza Educacional Services

Early Childhood Education

Audrey Schanning

262-832-1512

Before and After School

Ana Arcos

262-832-1572

SCHOOL POLICIES AND PROCEDURES

Admissions/Enrollment

La Casa de Esperanza Charter School is a full-service school currently serving students from K4 to 5th 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.

To officially ensure your child is enrolled, you must complete and/or provide the following paperwork:

- Meet With our School Enrollment Specialist
- Enrollment Application Form
- Emergency Card Form
- Up-to-date immunization record
- Birth Certificate
- School Protocols
- Proof address

Starting this school year and every year from now the school requires that the parent/guardian complete and/or verify registration and emergency information. It is important that we have updated information annually and in addition, we ask for annual residency verification in the form of a mortgage, rental agreement, and several utility bills.

Withdrawals

If your child transfers from La Casa de Esperanza Charter School to another district during the school year, he or she must return all books and his or her bus necklace to the classroom teacher.

All student files will be sent to the new school upon request.

Attendance

Success in school requires regular attendance. All children are expected to attend regularly unless they are ill or important family matters arise.

School Hours

Breakfast:

8:15 a.m. to 8:35 a.m. All Grades

Academic Day

8:35 a.m. to 3:45 p.m.

Office Hours

7:30 a.m. To 4:30 p.m.

Teacher Day

8:00 a.m. to 4:30 p.m.

Extended School day (When applicable):

3:45 p.m. to 4:35

Dismissal for car-line Students

3:30 p.m. to 3:45 p.m.

Daily attendance is one of the keys to academic success. All students are expected to be in their classroom ready to learn by 8:35 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 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 7:00 a.m. - 8:00 a.m. every day a student is absent. The school phone number for reporting absences is 262-446-9901. Please give the child's name, grade level, teacher, and reason for absence.

If the school office has not been notified of a child's absence by the designated time, parents will receive a automated call from the school notifying them about their child's absent or tardiness. This procedure is followed so that parents will know each day that their child has arrived safely at school.

Truancy

La Casa de Esperanza recognizes the impact of regular school attendance on educational performance. It is also important that the students have a good start to the school day by arriving on-time.

To that end, the district has a truancy officer to monitor student attendance. The truancy process is begun when a student has been absent or tardy for more than 5% of school days.

School staff will work with families to help students and families with these issues. However, if these efforts are not successful, the truancy officer may involve the police who may issue fines, or the matter may be referred to truancy court.

Excuse absents

EXCUSING CHILDREN FOR RELIGIOUS HOLIDAYS

Absences due to religious holidays that fall on days when La Casa de Esperanza Charter school is in session will be considered excused, and students will be given the opportunity to make up any work missed.

EXCUSING CHILDREN FOR FAMILY VACATIONS

We highly discourage families to take vacation during the school year, if you are planning a vacation that will cause your child to miss school, you should discuss the matter with the school principal well in advance of the absence. You should be aware of the effects such an absence may have on your child's progress.

A school calendar is available during the summer for vacation purposes.

The principal will outline for you what the teachers will do to prepare your child for the absence. While no assignments prepared for a vacationing child can substitute adequately for actual school attendance, the school will work with you and your child to ensure continued progress in classroom work.

Transportation

La Casa de Esperanza Charter School provides free transportation for eligible students residing at one mile or more from the school building inside the City of Waukesha boundaries.

Children not following these guidelines will be subject to progressive discipline.

Students may be suspended from riding the school bus for up to 10 consecutive days for engaging in disobedience or misconduct including, but not limited to, the following:

- Willful injury or threat of injury to bus driver or another bus rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver, other supervisor, or School Administrator.

BUS DISCIPLINE

1st Offense: Bus Incident Report sent home & assigned seat.

2nd Offense: Bus Incident Report sent home and one day of bus suspension privileges.

3rd Offense: Bus Incident Report sent home, meeting with transportation coordinator and five school days suspension of bus privileges.

4th Offense: Bus Incident Report sent home, meeting with transportation coordinator and school administrator and ten school days suspension of bus privileges.

5th Offense: Bus Incident Report sent home and permanent suspension of bus privileges.

Note: That a major offense may result in an immediate suspension (e.g., fighting, opening an emergency door, throwing objects, and/or endangering safety of self or others).

Health Guidelines

Deciding when to keep your child home from school can be difficult. There are 3 reasons to keep (exclude) sick children from school:

1. The child does not feel well enough to participate in usual activities, with symptoms like extreme signs of tiredness or fatigue, unexplained irritability, or persistent crying.
2. The child requires more care than the school staff can provide without effecting the health and safety of the other children
3. The illnesses on the following list of symptoms are illnesses for which exclusion is recommended.

*Any child displaying symptoms of COVID-19 will not be received in school and automatically sent home to stop the spread of COVID-19.

Symptoms of COVID-19

- Fever or chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

ILLNESS OR SYMPTOM	SHOULD I SEND MY CHILD TO SCHOOL?
Chicken Pox	NO—A child with uncomplicated chicken pox should stay home until blisters have dried and crusted (typically 6 days).

<p>Conjunctivitis (pink or red eye with thick mucus or pus draining from the eye)</p>	<p>NO—Child with conjunctivitis should stay home until 24 hours after treatment starts. If your health provider decides not to treat your child a note is needed.</p>
<p>Coxsackie Virus (Hand, foot, and mouth disease)</p>	<p>YES—Child may attend if able to participate in school activities (Unless the child has mouth sores and is drooling.)</p>
<p>Diarrhea with illness (vomiting, fever, rash) Diarrhea: stools that are watery and frequency is twice or more what is usual</p>	<p>NO— Child should stay home unless the cause of diarrhea is not illness related, e.g. caused by antibiotics or food sensitivity.</p>
<p>Fever with behavior changes or illness</p>	<p>NO—Child should stay home when fever is elevated above 100 degrees and is accompanied by behavior changes or other symptoms of illness (fatigue, rash, sore throat, diarrhea, etc.)</p>
<p>Fifth’s Disease</p>	<p>YES—Child is no longer contagious once rash illness appears.</p>
<p>Head Lice</p>	<p>YES—Child may go to school with hair tied back. Treatment should be completed within 24 hours.</p>
<p>Impetigo / Staph / MRSA</p>	<p>NO—Child should stay home until 24 hours after treatment starts. Wounds must be covered with dressing taped on all 4 sides.</p>
<p>Body Rash with fever</p>	<p>NO—Seek medical advice. Any rash that spreads quickly, has open wounds and/or is not healing should be evaluated. Child may return to school when medical provider (not school nurse) determines that illness is not communicable.</p>

Mild Cold Symptoms (stuffy nose with clear drainage, sneezing, mild cough)	YES —Child may attend if well enough to participate in school activities.
Upper Respiratory Complications <ul style="list-style-type: none"> • Large amount of thick nasal drainage • Severe Cough • Extreme sleepiness • Ear pain • Fever (above 100 degrees orally) 	NO —Seek medical advice. Child may return when symptoms are improved.
Ringworm	NO —Child should stay home until treatment begins. Area should be covered while in school.
Scabies	NO —Child should stay home until treatment starts. Note from medical provider verifying treatment is needed.
Strep Throat	NO —Child should stay home until 24 hours of antibiotic treatment and 24 hours fever free.
Vaccine Preventable Diseases	NO —Child should stay home until judged not infectious by a medical provider. Report all cases to school.
Vomiting	NO —Child should stay home until vomiting resolves or health care provider determines that cause is not communicable. <u>Note:</u> Observe for other signs of illness and for dehydration.

ADMINISTRATION OF MEDICATION

If your child’s medical condition requires that medication be administered at school, please discuss the situation with the school principal and follow these guidelines.

- Prescription medications given in school, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual medication record."
- In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request, and medication are brought to the school.
- All prescription medications must have a label showing the name of the student and dose.
- Students are never to carry or keep their own medications, including over-the counter drugs.
- Only adults should transport medication to school.
- All over the counter (non-prescription) medication shall be brought to school in the manufacturer's original packaging with the ingredients listed and the child's name affixed to the container.
- Any change in dosage or routine of administration must be accompanied by a new, signed order from the physician.
- All medication orders expire at the end of each school year. New orders must be provided at the beginning of each school year.
- School office will have over the counter (non-prescription) medication available parents will be charged a \$5.00 fee at the beginning of the school year.

ACCIDENTS AT SCHOOL

Children must report all accidents occurring on the playground or in the school building to a teacher or to the school office immediately.

Minor first aid treatment is provided at school. If an injury is more serious, the school will notify the parents/guardians.

Occasionally, an injury occurs at school that requires that a child receive immediate medical attention. Each year you will be asked to update and sign an emergency form to be kept on file in the school office. In an emergency, the school will make every effort to contact parents/guardians, but if they cannot be reached, this release permits the administration of emergency treatment.

You should notify the school in writing of any information changes that pertain to this emergency form (such as a change in the telephone number where you can be reached during the school day).

ILLNESS AT SCHOOL

If your child becomes ill at school and needs to go home, the school secretary will attempt to notify you or your designated emergency contacts at the numbers listed on the emergency form. Please **have a plan in place** so that your child can be picked up as soon as possible.

Student Discipline

Expectations for Student Conduct

La Casa de Esperanza Charter School is committed to providing a safe and effective learning environment by recognizing that:

- ✓ Students have the right to learn and teachers have a right to teach in a safe and orderly environment.
- ✓ No individual or group has the right to undermine the goal of providing a quality education for all students.

Students Responsibilities

- Take home materials and information necessary to complete assignments.
- Ask questions to better understand assignments.
- Return homework on time.
- Comply with school rules.
- Attend school regularly.
- Respect the rights and property of others.
- Challenge yourself; learn as much as you can.

Things Students Should Not Bring to School

PLEASE REVIEW WITH YOUR CHILD

- ✚ **TOYS** - action figures, dolls, stuffed animals, toy cars, fidget spinners, game cards, etc.
- ✚ **ELECTRONIC ITEMS** - video games, tablets, etc.

✚ **SPORT ITEMS** - any kind of balls, jump ropes, bats, etc. (these items are provided by the school).

✚ **FOOD** - candy, soda, snacks, chips, takis, etc.

If these items are found, they will be taken and will not be returned until a parent or guardian picks up the items. Food will be discarded.

LA CASA DE ESPERANZA CHARTER SCHOOL WILL NOT BE HELD RESPONSIBLE FOR ANY STOLEN OR DAMAGED ITEM.

PBIS Student Code of Conduct

1. RESPECTFUL

- Show consideration for others
- Respect self and others
- Use kind words when speaking to others

2. RESPONSIBLE

- Strive to do your best
- Make positive decisions
- Come prepared to learn

3. SAFE

- Keep hands, feet and other objects to yourself
- Always walk
- Use School equipment appropriately

PBIS

The staff at La Casa de Esperanza Charter School believes that optimal student achievement (Academic and behavior) can be attained utilizing a proactive approach for creating and maintaining a safe and effective learning environment.

Positive Behavior Intervention and Support (PBIS) is an approach to teaching and supporting

positive behaviors and meeting the needs of ALL students. The foundation of PBIS at La Casa de Esperanza Charter School consists of three building-wide expectations:

- BE RESPECTFUL
- BE RESPONSIBLE
- BE SAFE

*****We offer three levels of support for our students. *****

TIER 1 is our first level which is school-wide. All students can earn rewards for following behavior expectations. Students can earn “Caught You Being Good” tickets which are entered in the weekly raffle.

At the beginning of each month, students who earned 10 or more CYBG tickets in the previous month get a free jeans day.

Students who earn 100 CYBG tickets get a PBIS t-shirt. We have monthly incentives as well and students can be recognized at our school assemblies for perfect attendance and honor roll.

How Can Parents Help Tier 1 Students?

- ◇ Review the expectations with your child.
- ◇ Ask your child about his/her day at school every day.
- ◇ Make sure your child is ready every day.
- ◇ Ensure a good night’s sleep.
- ◇ Provide a quiet time and space for your child to do homework nightly.
- ◇ Keep in touch with your child’s teacher.
- ◇ Encourage your child to use appropriate language and tone.
- ◇ Practice positive phrases with your child such as, “Thank you,” “Excuse me,” “Please,” and “I’m sorry”.
- ◇ Be a visible part of your child's school day. Attend the Parent Committee meetings and other school activities as your schedule allows.
- ◇ Stay positive and encouraging!

TIER 2 is our second level of intervention and is used for about 10-20% of students that require extra support. These students are assigned a mentor and receive one-to-one mentoring through the “Check-In Check-Out” process. The mentor conference with the students each morning and again at the end of the day. They count their points to determine whether they have met their daily goals. Students can graduate out of Tier 2 if they are consistently successful in meeting their goals. We also offer small group interventions known as Social Academic Instructional Groups (SAIG). Instruction is focused on common issues such as social

skills, problem solving, or organization.

How Can Parents Help Tier 2 Students?

- ◇ Review and sign your child's point sheet each day.
- ◇ If your child has met his/her goal, praise your child and recognize his/her efforts.
- ◇ If your child did not meet his/her goal, be encouraging. Let them know you believe they can do better the next day. Remind them how to make better choices.
- ◇ Remember we are not looking for perfection! If they have met their goal (80%) then they have succeeded.

TIER 3 Is our third level of intervention and support. Tier 3 is used for a small percent of students, about 2%. In this Tier students are referred by the Tier 2 staff to a Tier 3 team. This is a building-based decision. This team meets to gather data and information about the students' behaviors and potential triggers. They develop an individualized action plan for managing the student's behavior and wrap services around the student. This may include direct services offered by staff in the school and/or services provided to the family and student by community organizations

How can Parents Help Tier 3 Students?

- ◇ Be accessible to meet with the Tier 3 team.
- ◇ Be willing to work with outside organizations.
- ◇ Advocate for your child's needs and utilize resources that are being offered.
- ◇ Maintain active communication with your child's teacher.
- ◇ Stay positive and encourage your child!

Principal's Discretion

In every case of student misconduct for which suspension is wanted, the principal, shall exercise discretion in deciding the consequence for the offense. The principal shall consider ways to reengage the student in learning and shall attempt to avoid long term suspension as a consequence until alternatives have been tried.

These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, **Positive Behavioral Interventions and Supports**.

Procedures for a Short -Term suspension

Short-term suspension is the exclusion of a student from school premises and regular classroom activities for a specified period of not more than five school days.

The principal may suspend students on a short-term basis.

For the following reasons:

- chronic classroom disruption
- chronic failure to follow directions
- substantially and materially disrupts the order of school
- student poses a danger to persons or property
- controlled substance
- assaults a school staff member
- possesses a firearm

Which will include but is not limited to the following:

- 1) Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 - a) The disciplinary offense;
 - b) The basis for the charge;
 - c) The potential consequences, including the potential length of the suspension;
 - d) The opportunity to have a hearing with the principal and the parent/guardian concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
 - e) The date, time, and location of the hearing;
 - f) The right of the parent/guardian and student to interpreter services at the hearing; and
 - g) If the student may be placed on a long-term suspension following the hearing with the principal.

Expulsion

La Casa de Esperanza reserves the right to expel students.

Expulsion is the permanent removal of a student from the school premises, regular classroom activities, and school activities. Conduct for which child endangers himself/herself or one of the following: destruction of school property, engaging conduct which endanger himself/herself or others, possession of a dangerous weapon, assault on school personnel or upon other students, possession of a controlled substance.

Physical Restraint policy

La Casa de Esperanza Charter School, has determined that school staff will adhere to the following guideline:

A physical restraint will be administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm and when non-physical interventions would be ineffective. The use of physical restraint is to prevent or minimize any harm to the student and/or others. Only staff trained in physical restraint will physically restrain a student.

Arrival, Dismissals and Parking

Arrival

Students can be dropped off as early as 8:00 a.m. any students dropped off before that time will be charge for the childcare rate. School day starts at 8:15, instructional time starts at 8:35a.m. If you are in need to drop off your child before that hour, please contact the Childcare facility to enroll your child in the program.

Students will walk to their classrooms after they have passed gotten their temperature check, provided the health survey and have wash hands, please make sure that the student is getting safe into the building. There is no staff outside of the building supervising students.

Students using our bus, will be supervised at the moment of arrival and dismissal, after the school day.

Dismissal procedures

At the end of the school day, we have 3 ways to dismiss our students from the school

At 3:30 p.m. we start our car-line service. Parents expected to park on the designated area and wait for their turn, do not abandon your car at any time. If you need to park, please drive up to the parking lot.

At 3:35 p.m. Our staff will take all the students that stay for the extended day services will go to the childcare.

At 3:45 p.m. Our bus monitor will escort students that ride the bus to the designated area.

Late Arrival, Early Dismissal and change of schedule

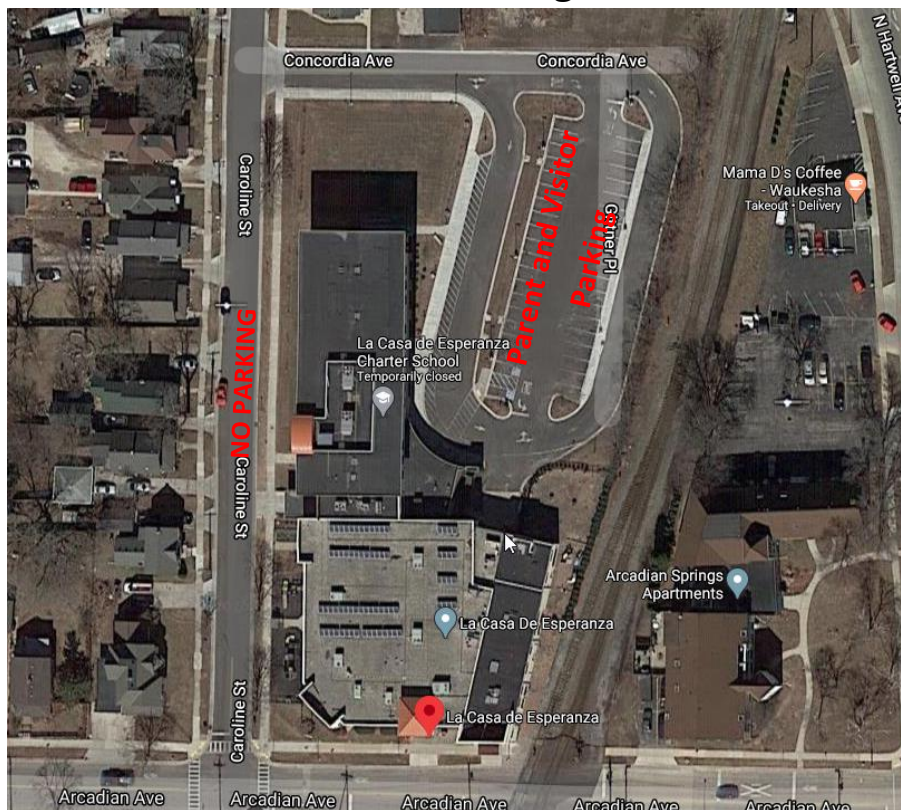
Students are considered late after 8:35 a.m. after that time the student will need a tardy pass in order to get into the school, this pass will be provided by the school secretary at the front desk.

Please note that the children arriving at 8:35a.m. or later will not receive breakfast.

If you need to pick up your child early due to a doctor appointment or any emergency, you must call by 2:00 p.m. to our school secretary at 262-446-9901 failure to do so will result in failure to accommodate your request.

If you need to change the schedule of your child for example if you want him not to stay for after school or not take the bus, please call the school secretary or the transportation coordinator at 262-446-9903 before 1:00 p.m.

Parking



Parent and visitors can park on school designated area. Please do not block the driveway there is no parking on Caroline St.

OTHER PROCEDURES

Visitors and volunteers

Due to COVID-19 no visitors or volunteers will be allowed

Parent/guardian and community volunteers play an important role in our school community. Parent/guardian and community volunteers are greatly appreciated and there are many opportunities to assist our school.

Parents/guardians are encouraged to join and/or participate in our Governance School Council, Parent Committee meetings, Principal Coffee hours, book fairs, special events, chaperoning field trips, assisting teachers with classroom activities, library volunteers, and other opportunities that may arise during the year.

A form will be sent home at the start of the school year soliciting school volunteers. If parents are interested in chaperoning for a school field trip a background check must be completed.

A background check must be completed for every volunteer and chaperone every school year.

If you are in need of a Background check form, please contact the parent coordinator.

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

1. Use the school main office entrance
2. Report to school secretary
3. Show some form of current identification
4. Sign in on the school's visitor record form
5. Wear/display La Casa de Esperanza Charter School visitor pass while in the school
6. Return the visitor pass to the office/security desk and sign out

Fire Drills / Emergency Lockdowns

Periodically, there will be fire drills and lockdowns during the school year. The procedures will be taught to the students and practiced.

LUNCH & SNACK

Due to COVID-19 children will eat in the classrooms

All children enrolled in this school are eligible for meals through the United States Department of Agriculture (USDA) Child and Adult Care Food Program and the National School Lunch Program. Eating experiences at La Casa de Esperanza encourage sampling new foods while providing proper nutrition. All students will 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.

Lunchroom Rules

Students are expected to:

- Take a tray of food and eat during breakfast and lunch
- Clean up after eating
- Communicate by using their quiet voices during meals
- Raise their hand if they need assistance
- Wait to be dismissed by a staff member or teacher
- Follow school rules at all times. In the event that a student engages in inappropriate behaviors, the school discipline process will be enforced.

In addition,...

- **No unhealthy foods will be allowed in the cafeteria.** This includes fast food, sport/energy drinks, soda, chips/Takis and candy **during and after school.** All

unauthorized food will be confiscated and disposed of.

- Students will be allowed to bring their own healthy lunches from home. In which case, they will not receive a school lunch.

LOST AND FOUND

Each year clothing and lunch containers fill our Lost & Found box, located at the front desk. Please **label your child's clothing and lunch containers** and encourage him/her to check the Lost & Found for misplaced items.

The first Friday of each month the Lost & Found will be donated to Good Will.

Filed trip

Due to COVID-19 Filed Trips have been cancelled for the school year

~~Field trips are an extension of classroom activities and part of the planned curriculum at La Casa de Esperanza Charter School. Field trips provide an excellent opportunity for our students to take advantage of additional resources and experiences. We expect every child to participate fully in our curriculum by attending all field trips planned for his/her grade level. Your child's teacher will send field trip permission slips home prior to each event. Due to the cost of some field trips, there are times when the student will be asked to pay a fee.~~

~~No child shall be denied access to attend a field trip because of the family's financial situation. If you cannot afford the field trip fee, please contact the principal directly and arrangements will be made.~~

~~**Parents are encouraged to serve as chaperones on some field trips but are required to have a background check first which may take approximately a week to complete.**~~

~~To ensure a safe experience for all our students on occasion parents may be required to accompany their child on a field trip after background check clearance.~~

School Closing

La Casa's philosophy is to hold school whenever possible, despite weather conditions. If an individual parent judge's 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 that Waukesha Public Schools are closed due to inclement weather, La Casa de Esperanza Charter School will also be closed.**

Birthdays Celebrations

Monthly birthday celebrations will be held at La Casa de Esperanza Charter School. This date will be provided on the monthly school calendar. On this day parents of the birthday child are welcome to send a Healthy Snack for the classroom. We ask that you not to send food or any kind of snack on any other day that is not the assigned Birthday Celebrations Day.

Outdoor Activities/Recess

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 weather. Children will be required to go outside for recess if the temperature is 20° or above.

Parent teacher conferences

Strong parental involvement positively impacts student achievement. Collaboration between parents and teachers is essential.

It is important that all parents / guardians to participate in parent-teacher conferences twice a year.

Dates, times, and information will be announced.

School Supplies

The school supply list will be sent home in August. Support will be offered to families experiencing a financial hardship upon request.

Students dress Code/ Uniform

Students are required to wear the school uniform every day. Please contact the Principal if you are in need of assistance.

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.

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

Formal Uniform: Khaki pants, skirt or jumper, navy blue (long or short sleeve) polo shirt, and red sweater, cardigan, or sweater vest. Khaki shorts may be worn during warm weather days. Black Shoes are required white, black, blue socks or tights.

The following are not allowed:

- Multicolored socks or tights
- Headbands
- Hats
- Boots
- Flip flops

Out of uniform Warning

Parents will be notified by phone and in writing about their child being out of uniform. After **three** warnings, the student will lose the privilege of participating in the next Jeans Day or Out of Uniform Day.

Non-Uniform Day Policy

Occasionally, students will be permitted to be out of uniform. Parents will be informed in advance if students are able to participate in a Jeans Day or an Out of Uniform Day. On those days, students must adhere to the following dress code policy. If students are unable to participate in a Jeans Day or an Out of Uniform Day as outlined below, they must be in the correct school uniform.

Jeans Day

- Jeans - Students may wear jeans that are not ripped, damaged, dirty, or overly faded. They must be in good condition.
- Dresses, skirts, leggings, or skinny pants are not allowed on Jean Days.
- Shoes - Students must still wear their required uniform shoes.
- Shirts - Students must still wear their uniform shirt and vest or sweater.

Out of Uniform Day

- Out of Uniform Days may include field trips, fundraisers, or any other special events. **Hoodies are not allowed.**
- The clothing must be school appropriate.
- Dresses, skirts, leggings, or skinny pants/jeans will be allowed on these days.
- Shoes - If the student is not in the school uniform, they are not required to wear their uniform shoes. However, the shoes must be in good condition. No shoes with the bottoms falling off, the sides ripped out, or that are unable to be securely fastened.
- Shirts - Shirts must be school appropriate, clean, and in good condition. No shirts that reference drugs or alcohol, obscene language, or gestures. Shirts that reveal a student's midriff, tank tops or spaghetti strap shirts are not allowed.

Custody Agreements

If there are custody issues involved with your child, you must provide the school with court papers indicating who has permission to pick up your child.

The school **may not deny a biological parent access to their child** without proper documentation stating they do not have the right to do so.

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 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 student is given opportunities to learn according to his/her unique learning style, as teachers use different instructional strategies and modes of instruction.

ENGLISH LANGUAGE/BILINGUAL LANGUAGE LEARNERS

La Casa de Esperanza Charter School provides educational programs for children identified with limited English proficiency. Our Dual-Language program supports children who need to develop receptive, expressive, and cognitive English language skills because English is the second language in the home.

Students are identified for English Learner (EL) services upon registration.

Students are assessed annually to measure their progress in English. Those who are proficient according to state standards exit the ESL program. Students are provided with English language support as well as any support or instruction needed in the native language.

Progress Reports and Report Cards

Parents at La Casa de Esperanza Charter School will receive three standard-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 students work habits, behaviors, and efforts
- Parents will also receive Progress Reports three times a year Progress Reports serve as informal communication with parents regarding their child's academic and behavioral progress.

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, 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.

Parents must check the child's assignments. Parents must 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. All students will receive a complimentary homework folder. This folder will be sent home daily and must be returned the following day.

If a student is absent more than one day, please contact the teacher to make arrangements to pick up the missed assignments.

PARENT INVOLVEMENT

Parent Involvement

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

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

Monthly Parent Meetings

We encourage all parents to join us for our Monthly Parent Meetings. The purpose of Parent Meetings at La Casa de Esperanza Charter School is to strengthen parent and school relations, engage parents in the school community, facilitate and provide opportunities for parental involvement in school, and to address the concerns and needs of our families.

School Community Events

Events and activities will be offered to encourage continued development of the school community that bring parents, students, and teachers together.

Examples:

- *Family Literacy Night*
- *100th Day of School Celebration*
- *Breakfast with Santa*

Parent Involvement Committee

The school's Parent Committee will be made up of Parent Volunteers and work closely with our school's Parent and Community Coordinator. This Committee will work to bridge our Parents and School Communities and offer events/activities that will promote student achievement.

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

School Governance Council

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 and Principal. In all matters related to the complaint process, a professional manner is an expectation.

COMMUNICATION

Classroom Teachers

Classroom teachers will keep parents/guardians informed of classroom happenings, important skills and specific work for parents/guardians to see on a regular basis. If you need to reach your child's teacher, you may email him/her or use ClassDojo. All urgent and/or time sensitive messages should be reported to the school secretary. Phone calls will not be forwarded to classrooms. So as not to interrupt instructional time.

Calendars

Every family will receive a copy of the Annual School Calendar. The school calendar can be accessed at www.lacasadeesperanza.org/charter-school-calendar.

Special events will also be announced by class dojo, school messenger and through flyers that will be sent home. Monthly calendars announcing special events will be sent home the last Wednesday of previous month.

School Messenger

School Messenger (phone, text, email, social media messaging system) is a service that allows recorded messages to be transmitted at the same time to the homes of every student and staff member, or to selected recipients.

The service may be used to notify parents/guardians of students who are absent or to notify parents/guardians and/or staff of important upcoming events or information.

Cancellations, Delayed Openings or Emergency Dismissals will also be announced using School Messenger.

Wednesday folder and Newsletters

Every Wednesday families will receive a folder with important school/classroom information. All parents are expected to review the information sent in the Wednesday folder.

Information sent in Wednesday folders can also be e-mailed to parents upon request and will be available on our webpage.

Important information will be sent home on Wednesday as needed along with the students health survey.

Class dojo

La Casa de Esperanza Charter School will continue to use ClassDojo, www.classdojo.com, to encourage students to learn important skills like working hard and participating in class, to support positive behavior across the school, and to communicate with parents.

Why Are We Using ClassDojo?

ClassDojo aligns perfectly with our PBIS focus and supports Our School Mission.

How does ClassDojo work?

With ClassDojo, teachers can track the positive behavior of individual students, and can communicate directly with parents or guardians on their cell phones, tablets, or computers. Teachers set goals with students and students strive to earn points to meet those goals on a daily, weekly, or monthly basis. Teachers, administrators, parents or guardians and students also share information safely, securely, and privately. Examples of information include upcoming classroom events or field trips, points that students receive for behavior, pictures or videos of students engaged in classroom activities, and projects or homework that students need to complete.

What is my role as a parent or guardian?

Your role as a parent or guardian is easy! The ClassDojo app is FREE! Simply provide your cell phone number or email address to the classroom teacher when requested. The teacher will send you and invite to join ClassDojo and you will be connected to your child, the teacher, and the administrator responsible for that grade level.

Your personal information will be kept secure and private.

All information shared between the teacher, the student, the parent or guardian and the administrator is secure and private and **will not** be shared with any other parent or student. If you **do not** want the teacher or administrator to photograph or video record your child to share with you on ClassDojo, you need to sign a form provided by your child's teacher.

All information shared between the teacher, the student, the parent or guardian and the administrator is secure and private and **will not** be shared with any other parent or student. If you **do not** want the teacher or administrator to photograph or video record your child to share with you on ClassDojo, you need to sign a form provided by your child's teacher.



OTHER ANNOUNCEMENTS

Confidentiality

Information regarding family and/or personal issues will be handled confidentially. Members of the school staff are always under professional obligation to respect and maintain confidentiality 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 school

Child Abuse and Neglect

Each child, upon arrival at the school, shall be observed for evidence of bruises, lacerations, burns, etc. The State of Wisconsin designates schools 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. 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.

Non-Discrimination Policy

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

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.

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9 Wisconsin Administrative Code

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. Our school 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 administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Appropriate staff will provide support for the identified victim(s).

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.