



**PARENT / STUDENT
HANDBOOK
2024 - 2025**

**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 Executive Principal

Dear La Casa Families,

I'm excited to have each and everyone of you be a part of our La Casa Family. Whether you are a returning family, or new to our school, our passion and commitment to provide the highest level of education to your children is unwavering.

As we continue to grow and establish La Casa de Esperanza Charter School as a viable and reputable school for the Waukesha and surrounding communities, we grow in excitement for the future and what it holds for our scholars. Furthermore, our team is excited to venture into our new Middle School location, as we begin the transition from elementary to middle school and eventually high school selection. Our staff continue to strengthen their knowledge and delivery of the cutting edge curriculum that includes the addition of our middle school Science and Project Lead the Way, PLTW (engineering program).

In addition, La Casa Charter School will continue to invest in providing after school services (LEAP program) that is geared toward advancing our students academically. Ultimately, we strive in having our students prepared academically, socially, emotionally, with the added strength of a strong sense of resiliency.

Thank you for choosing La Casa de Esperanza as your child's educational endeavor. We promise to deliver academically, love emotionally, and guide with passion.

Best,

Pascual Rodriguez

School Mission and Vision

Mission

La Casa de Esperanza Charter School in collaboration with families and community partners, provides 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.

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 welcomed 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
- Cultural competence supporting a sense of family and community

La Casa de Esperanza Educational Services

Early Childhood Education

Amy Orta

262-832-1579

Before and After School

Amy Orta

262-832-1579

Executive Principal of Charter

Pascual Rodriguez

262-446-9902

Director of Instruction

Melissa Browne

262-446-9905

SCHOOL POLICIES AND PROCEDURES

Admissions/Enrollment

La Casa de Esperanza Charter School is a full-service school currently serving students from K4 to 7th 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:

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

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. Families must fill out a withdrawal form in the office.

All student files will be sent to the new school upon request by the school district he/she will be attending.

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:

7:45 a.m. to 8:25 a.m. All Grades

Academic Day

8:30 a.m. to 3:30 p.m.

Office Hours

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

Teacher Day

8:00 a.m. to 3:30 p.m.

Extended School day (When applicable):

3:30 p.m. to 4:30

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 8:30 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 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, administrators, 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 an automated call from the school notifying them about their child's absence 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.

Excused Absences

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 from taking 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 affecting the health and safety of the other children

3. The illnesses on the list below are symptoms or illnesses for which exclusion is necessary.

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.

NOTE: Students cannot enter school if they have a fever of over 100 or are vomiting. If they develop a fever of 100 or vomit during the school day, they will be sent home. Students cannot return to school until they are symptom free (no fever or vomiting) for 24 hours WITHOUT MEDICINE. Ex: if a student is sent home with a fever or vomiting, they cannot return the next day.

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).
Conjunctivitis (pink or red eye with thick mucus or pus draining from the eye)	NO—Children 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.
Coxsackie Virus (Hand, foot, and mouth disease)	YES—Child may attend if able to participate in school activities (Unless the child has mouth sores and is drooling.)
Diarrhea with illness (vomiting, fever, rash) Diarrhea: stools that are watery and frequency is twice or more what is usual	NO— Children should stay home unless the cause of diarrhea is not illness related, e.g. caused by antibiotics or food sensitivity.
Fever with behavior changes or illness	NO—Children 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.)
Fifth's Disease	YES—Child is no longer contagious once rash illness appears.
Head Lice	YES—Children may go to school with hair tied back. Treatment should be completed within 24 hours.
Impetigo / Staph / MRSA	NO—Children should stay home until 24 hours after treatment starts. Wounds must be covered with dressing taped on all 4 sides.
Body Rash with fever	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 a medical provider (not school nurse) determines that illness is not communicable.
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 have improved.
Ringworm	NO —Children should stay home until treatment begins. Area should be covered while in school.
Scabies	NO —Children should stay home until treatment starts. Note from the medical provider verifying treatment is needed.

Strep Throat	NO —Children should stay home until 24 hours of antibiotic treatment and 24 hours fever free.
Vaccine Preventable Diseases	NO —Children 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. (only if authorization was given by a parent or guardian.)

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).

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** - Gum, Food, and Beverage: Students may not chew gum or eat or drink at unauthorized times or places. La Casa is committed to promoting healthy living; therefore, students cannot bring chips or soda to school. 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
- **WEAPONS**- guns, knives, slingshots and/or martial arts weapons. **VIOLATION** of weapons policy will result in automatic expulsion.
- **CELL PHONES**- cell phone usage during school hours are **NOT** permitted, cell phones should be kept off and in students backpacks or lockers. **VIOLATION** will result in cell phone confiscation and only returned to parents.
- **ALCOHOL/DRUGS** - Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, or intoxicant of any kind. Prescribed and over-the-counter drugs must be delivered to the School's Health Center or Office by a parent or guardian. **VIOLATION** will result in suspension, leading to (and including) expulsion.

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 monthly raffle.

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. .

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 re-engage 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 or designee 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 includes: destruction of school property, engaging in conduct which endangers himself/herself or others, possession of a dangerous weapon, physical or sexual assault or harassment on school personnel or upon other students, possession of a controlled substance.**

Appeals Appeal Process for Disciplinary Action:

1. In-School Disciplinary Actions. Should a parent or guardian disagree with disciplinary action of the School, other than suspensions or expulsions, the parent/guardian may appeal to the Executive Principal by arranging an appointment with or by writing to the Executive Principal. If the parent is dissatisfied with the result of the appeal to the Executive Principal, the parent may appeal to the La Casa de Esperanza Chief Growth Officer. Appeals to the La Casa de Esperanza Chief Growth Officer must be filed in writing, within three (3) school days of receipt by the parent of the Executive Principal's decision on appeal. The Chief Growth Officer's decision is final as to in-school disciplinary actions.

2. For Suspension. Parents may make a formal appeal, in writing, to the Executive Principal. The appeal must outline the reasons for appealing the disciplinary action. The appeal must be made within three (3) school days of the notice of disciplinary action. A conference that includes the La Casa de Esperanza Chief Growth Officer will be scheduled within three school days of

receipt of the appeal. The La Casa de Esperanza Chief Growth Officer will issue his/her decision on appeal in writing within two (2) school days of his/her conference with the parents/guardians. If the parents/guardians are dissatisfied with the La Casa de Esperanza Director Growth's decision on appeal, they may appeal to the La Casa de Esperanza Chief Executive Officer in writing within two (2) school days. A parent/guardian conference with the La Casa de Esperanza Chief Executive Officer will take place within a reasonable time. All decisions of the La Casa de Esperanza Chief Executive Officer on suspension shall be in writing and are final.

3. For Expulsion. Parents/guardians may appeal an expulsion within three (3) school days of receiving notification of the expulsion being issued. This appeal may be made to the Executive Principal by providing a written appeal statement. A conference that includes the La Casa de Esperanza Chief Growth Officer will be scheduled within three (3) school days of receipt of the appeal. La Casa de Esperanza's Chief Growth Officer will issue his or her decision on appeal in writing within two (2) school days of his or her conference with the parents/guardians. If parents/guardians are dissatisfied with the La Casa de Esperanza's Chief Growth Officer, they may request a disciplinary expulsion hearing, which will include La Casa de Esperanza's administration team, before the Chief Executive Officer, which will be held within five (5) school days of the request.

La Casa de Esperanza's Chief Growth Officer will provide written notice of the hearing to the parent/guardian, including the particulars of the student's alleged conduct upon which the expulsion proceeding is based; the grounds for expulsion; the time and place of the hearing; and that the CEO shall keep written minutes of the hearing. All decisions of the CEO on expulsion shall be in writing, shall state the specific findings of fact and conclusions in support of the decision, and are final.

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 charged for the childcare rate. School day starts at 8:30, 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 using our bus will be supervised at the moment of arrival and dismissal, after the school day.

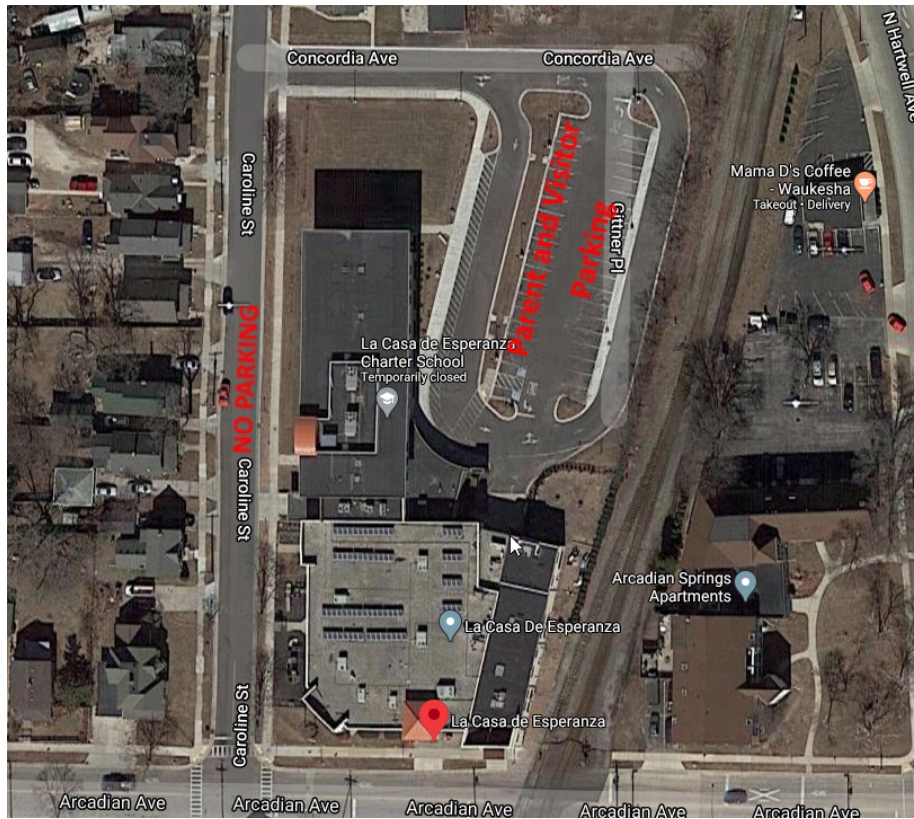
Dismissal procedures

- 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 are expected to park in 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 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 8:25 a.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 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



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

OTHER PROCEDURES

Visitors and volunteers

- 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 Procedures and Wellness Plan

Purpose

La Casa de Esperanza Charter School (Here to referred to as La Casa) is committed to the optimal development of every student. La Casa believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year. This policy outlines La Casa's approach to ensure all students practice healthy eating and physical activity behaviors throughout the school day. This policy establishes goals and procedures to ensure that:

- Students at La Casa have access to healthy foods throughout the school day;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active throughout the day;

- Students have opportunities to practice mindfulness activities throughout the day;
- La Casa engages in nutrition, physical activity promotion, and other activities that foster student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The parents are engaged in supporting the work of La Casa in creating continuity between school and other settings for students and staff to practice lifelong healthy habits;
- La Casa establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

For the Full Wellness Plan - please see the [Wellness Plan document](#)

Non-discrimination Statement:

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Families with Limited English Proficiency

Families who require interpreter services will be offered these services when needed.

Dietary Needs Procedures

La Casa de Esperanza provides nutritious meals to all students. When a student has special and specific dietary needs, we receive written documentation in their health documents that state what allergies students have to food. Our Enrollment Coordinator communicates with families regarding the needs and forwards the information to the kitchen.

The dietary needs are discussed and communicated to teachers of each student. The kitchen staff prepare alternatives for students with allergies to the food being served. For example, a student with a lactose intolerance will be given almond milk or an alternative milk and will also be given a different food item when dairy is in the main meal.

Parents and school administrators, along with teachers, communicate with parents regarding all dietary needs when necessary.

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 GoodWill.

Field trip

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

Birthday celebrations will be on the child's birthday. Parents may bring healthy treats to be distributed during their lunch period.

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 60° or above.

Parent teacher conferences

- Strong parental involvement positively impacts student achievement. Collaboration between parents and teachers is essential.
- It is important for 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 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 are to be worn.

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 employs 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 and fundraisers that will promote student achievement. Parent volunteers are important for student success. La Casa de Esperanza Charter School will offer plenty of opportunities for parents to volunteer.

- **School Governance Council**

The School Governance Council is made up of select parents who would like to work on a committee with administration and school staff to review policies and procedures that help our school grow a positive culture.

Parent/Community Outreach Coordinator - Maria Carrillo: 262-446-9907

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 the 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.

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. Communication will be sent every Wednesday parents are responsible for reviewing class dojo for important announcements.

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 an 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.**



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.

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 is a 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.