



LA CASA
de Esperanza, Inc.

2018-2019

Parent/Student Handbook

La Casa de Esperanza
Charter School

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Section I Introduction

Letter from the Vice-President of Educational Services

July 2018

Greetings families of La Casa de Esperanza Charter School!!

My name is Maria Ayala and I am pleased to introduce myself to you as the new Vice President of Educational Services at La Casa de Esperanza Charter School. In this capacity I will be overseeing the school's operations and working closely with our staff, students and families.

I have been in the field of education for 35 years. I have worked as a teacher, as a mentor for new teachers, in human resources and as a school administrator. I have just completed an eight year commitment with a charter school in Milwaukee. Through my years there we were able to grow the school from 540 students in grades K4-8th to 800 students. We implemented a bilingual program and a Fine Arts, Science and Technology program. In addition, we had a comprehensive after school program where we not only worked on students' academic skills, but we also targeted their interests and talents through offerings such as dance, choir, instrumental music, taekwondo, soccer, robotics, etc. Parental involvement was a priority for us. All of these efforts helped us grow the school from a school that "Meets Few Expectations" on the state report card, to a school that "Exceeds Expectations".

It is my goal to accomplish this and much more at La Casa de Esperanza Charter School! I am motivated by all of the potential that I see here. We are a small school that will grow much in the next few years. With that in mind, we need to start preparing by putting structures in place that will facilitate this growth. Our staff will be engaged in Professional Learning Communities where they will review academic and behavioral data in order to create and implement effective strategies for our students. We will begin to offer art and physical education to all students this coming year. Transportation will be offered to students that qualify. We will work to build a diverse after school program that will meet the interests of our students.

This evolution will be challenging and will not happen overnight. It is going to take the work of many talented individuals to make La Casa de Esperanza Charter School a model school in Waukesha County. I ask for your patience and support as we work through our "growing pains". You have my commitment, and that of my staff, to work diligently to provide your children with the best education possible. In return, I ask that you get involved in your children's education. This can be done at many levels; you can commit to become part of our School Governance Council which will meet once a month or simply volunteer to chaperone a fieldtrip when your work schedule permits. Be sure to ask your child how their day was and help them with homework. I invite you to come to our monthly Parent meetings and Parent/Teacher conference. Together we will guarantee that your children have a positive and successful school experience!

I look forward to meeting each of you individually. Please stop by to visit me, call me at 262-446-9901 or e-mail me at mayala@lacasadeesperanza.org.

Let's make the 2018-2019 school year, the best one yet!

Sincerely,

Maria Ayala
VP of Educational Services
La Casa de Esperanza Charter School

School Mission, Vision, and Core Beliefs

Mission

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

Vision

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

La Casa de Esperanza Charter School Benchmarks of Success

- Students will achieve a 97% daily attendance rate.
- All students will be of the highest character, and will be responsible, free, citizens.
- 100% of students will graduate from the La Casa 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

School Calendars/Events

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 sending home information with your child. Monthly calendars announcing special events will be sent home the last Wednesday of previous month.

Admissions/Enrollment

La Casa de Esperanza Charter School is a full-service school currently serving students from K4-3rd 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 paper work:

- Enrollment Application Form
- Emergency Contact Card Form
- Up-to-date immunization record
- Birth Certificate for students entering K4
- Parent agreement

School Supplies

The school supplies list will be sent home in August. Financial support will be offered to families experiencing a hardship upon request.

School Daily Schedule

Office Hours:	8:15 a.m. - 4:30 p.m.
Breakfast:	8:15 a.m. – 8:35 a.m. Grades 1 st , 2 nd & 3 rd 8:40 a.m. – 9:00 a.m. Grades K4 & K5
Teacher Day:	8:00 a.m. - 4:30 p.m.
Academic Day:	8:15 a.m. - 3:45 p.m.
Extended School Day:	3:45 p.m. – 5:45 p.m.

Student Arrival Procedures

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

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

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

Student Dismissal Procedures

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

Late Arrival and Early Dismissal

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

Transportation



Transportation will be provided to families who live in the City of Waukesha.

Parking

Parents and visitors can park on school designated area.

After-School Program

We strongly encourage participation in the after-school program at La Casa de Esperanza Charter School for all of our students. La Casa will provide a safe and stimulating environment to enable students to be caring, healthy, independent and responsible members of the community.

After-School Program Goals:

- Facilitate the development of plans that identify and address the specific academic needs of each student.
- Offer students additional learning opportunities.
- Develop new skills, address areas of academic weakness and provide enrichment opportunities that enhance learning.
- Motivate students to pursue learning.
- Support the student's development of creativity.
- Implement programs to promote student's personal and social skills.
- Provide homework help
- Provide recreational activities

Student Attendance and Absences/Tardiness

Daily Attendance

Daily attendance is one of the keys to academic success. School starts promptly at 8:00 a.m. All students are expected to be in their classroom ready to learn by 8:15 a.m. Excellent attendance and punctuality are key factors to promote academic success. Therefore it is essential for students to be in school every day and be on time in order to prepare them for their future. La Casa de Esperanza Charter School staff expects to maintain a 97% or better record for each student. Teachers, administrator and the entire staff at La Casa de Esperanza Charter School are relying strongly on parents to help us meet this high standard.

Reporting Students Absences

Call La Casa de Esperanza Charter School between 7:00 a.m. - 8:00 a.m. every day a student is absent. The school phone number for reporting absences is 262-832-1505. Please give the child's name, grade level, teacher, and reason for absence.

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

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

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

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

Medications

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

Health

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

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

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 is able to 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.

The following list gives guidelines and recommendations for exclusion from school due to illness.

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—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.
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	NO— Child should stay home unless the cause of diarrhea is not illness related, e.g. caused by antibiotics or food sensitivity.

frequency is twice or more what is usual	
Fever with behavior changes or illness	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.)
Fifth's Disease	YES —Child is no longer contagious once rash illness appears.
Head Lice	YES —Child may go to school with hair tied back. Treatment should be completed within 24 hours.
Impetigo / Staph / MRSA	NO —Child 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 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 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.

School Closings



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.**

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

SECTION 2 - PARENTAL INVOLVEMENT

La Casa de Esperanza Charter School Partnership Pledge

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

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

School – Family Compact

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

La Casa de Esperanza Charter School / School-Family Compact

“Working Together Can Make Positive Difference in Student Achievement”

As a Staff Person:

I promise to.....

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

I need.....

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

As a Parent/ Guardian:

I promise to.....

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

I need....

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

As a Student:

I promise to.....

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

I need....

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

Parent Responsibilities

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

Parent – Teacher Conferences

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

Custody Agreements

If there are custody issues involved with your child, you must provide the 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 have the right to do so.

Parent Involvement

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

Monthly Parent Meetings

We encourage all parents to join us for our Monthly Parent Meetings. Parental involvement is vital for the success of children as well as for those who teach them. 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.

Building School Community

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 Liaison. 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 parents to volunteer.

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.

SECTION 3 - CURRICULUM AND INSTRUCTION

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

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



Progress Reports and Report Cards

Parents at La Casa de Esperanza Charter School will receive three standard and grade-based report cards per school year depending on your child's grade level. 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



School Homework Policy

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

All students at La Casa de Esperanza Charter School receive homework. It is the expectation that homework be completed, 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 should be sent home daily and returned the following day.

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

SECTION 4 – A SAFE, POSITIVE SCHOOL ENVIROMENT

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

Student Responsibility

Attendance and Tardiness

Daily attendance is one of the keys to academic success. School starts promptly at 8:00 a.m. Student tardiness disrupts class, inconveniences others and often results in academic difficulties. If a student arrives late 3 times in a single week, the family will be required to meet with the Principal.

Dress Code

Students are expected to be properly dressed for school according to the dress code. Parents may be asked to bring the proper clothing to school if such infraction occurs.

Gum, Food, and Beverage

Students may not chew gum or eat or drink at unauthorized times or places. If a student is eating the school lunch he/she may not bring additional items to eat. Students who bring additional items will have them confiscated by the staff.

Learning

When class begins, students must be prepared and have all necessary materials (books, pens, paper, homework, assignment notebook, etc.) Completing homework is essential to the success of individual students and the classroom community. Each student is expected to have all homework completed on time. Teachers will discuss expectations for homework completion in each class.

Honesty

Students are not permitted to lie or attempt to conceal the truth. When asked a question, students are expected to be honest with staff members.

Respect

A school cannot properly provide instruction if students are disrespectful toward adults. A student cannot be disrespectful toward a staff member or any adult associated with the school. Students may be removed from class as necessary and may be issued a suspension or parent conference.

Appropriate Material/Property

Student cannot possess cell-phones, any electronic equipment, games, fidget spinners or toys of any kind, printed text or lyrics that are vulgar, profane or sexually explicit, or any other items that are inappropriate for a school setting. Such items in school will be confiscated by staff members and must be retrieved by the student's parents.

Physical Contact

Students may not cause physical injury to a student, school employee or another person. Harassing, pushing, touching, or any unwanted/inappropriate physical contact is not tolerated.

Possession or use of Firearm

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

Personal Property

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

Use of Technology or School Property

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

Vandalism

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

Students Dress Code/Uniform

The school uniform is an important part of the overall culture of the school. Students are required to wear the school uniform every day. 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. La Casa de Esperanza Charter School has a dress code policy.

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

Formal Uniform: Khaki pants, 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. All shoes are acceptable with the exception of flip flops.

Students are required to wear their school uniforms every day.

UNIFORM WARNING

Date _____

Name _____

Room & grade _____

Dear Parent/Guardian,

Today, your child was not in compliance with the Uniform Policy. Please make sure your child wears the appropriate uniform when returning to school tomorrow. Refer to page 20 in the Parent Handbook for the Uniform Policy in more detail. If your child continues to be out of the correct uniform, he/she will be referred to the school administrator.

Parent / Guardian Signature

Date

Reason for not being in compliance with Uniform Policy:

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 never 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, and absolutely no hoodies are to be worn. Shirts that reveal a student's midriff, tank tops or spaghetti strap shirts are not allowed.

Warnings

Non-uniform days are a privilege and students may lose the option to participate if they are not compliant with the regular school uniform policy at all times. 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.

Communication Devices/Cell Phones

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

Communication with Families / Family Newsletter



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

Discipline Referral Process

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

- Verbal discussion between teacher and student
- Meeting with parents
- Discipline referral to administration
- Follow up with written plan for scholar

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. Pupil services 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.

SECTION 5 - LEARNING ENVIRONMENT

La Casa de Esperanza's Charter School teachers, staff, and students strive to create a caring, cooperative environment where everyone treats each other with **RESPECT** and **DIGNITY**.

Adults are expected to model appropriate behavior and will intervene when misbehaviors occur. La Casa de Esperanza Charter School employs a Code of Conduct, Rights, Responsibilities and Discipline guidelines.

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.

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
- Be on time for school

3. SAFE

- Keep hands, feet and other objects to yourself
- Walk at all times
- 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 are able to 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 in order to determine whether or not they have met their daily goals. Students are able to 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!

Class DOJO



This year, **La Casa de Esperanza Charter School** is using 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.



SECTION 6 - SCHOOL POLICIES AND PROCEDURES

Transportation

La Casa de Esperanza Charter School provides bus transportation services to families that qualify and **if space is available** and live in the City of Waukesha. Pick-up and Drop-off will be based on corner stops that are convenient for the bus route. If your child qualifies for transportation, but you refuse bus services for your child, you must sign a waiver during registration that is kept on file in our office. Kindergarten students **must** have their bus pass to board the bus and an adult must be present at the designated bus stop.

To request early school release, or if you **do not** want your child taking the bus for the day, parents must call the school **before 12:00 pm** and inform Ms. Quiles at (262) 446-9903.

Please plan your schedule accordingly.

Transportation Rules

Please discuss proper bus behavior with your child, which includes:

Be Safe

- Stay seated in your assigned seat and face forward
- Follow adult directions
- Get off the bus only at your regular stop

Be Respectful

- Keep hands and feet to yourself
- Use quiet voices and appropriate language
- Take care of the bus
- No food, gum, toys, or other inappropriate items

Be Responsible

- Arrive promptly to the bus
- Exit bus promptly

Failure to comply with these rules may result in suspension of bus privileges.



FIELD TRIPS

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.

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.



Be Safe

- * Stay with your chaperone
- * Follow adult directions

Be Respectful

- * Use quiet voices
- * Enter and leave quietly
- * Show appreciation at appropriate times
- * Respect other's property

Be Responsible

- * Be on time
- * Be prepared
- * Turn in permission slips by due date
- * Wear appropriate uniforms/clothes

Food and Nutrition



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.

Meals include:

- Breakfast
- Lunch

Lunchroom Rules

Students are expected to:

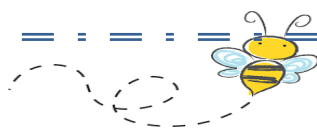
- Take a tray of food and eat during breakfast and lunch
- Clean up after eating
- Communicate by using their quiet voices during meals
- Raise their hand if they need assistance
- Wait to be dismissed by a staff member or teacher
- Follow school rules at all times. In the event that a student engages 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.**
- Students will be allowed to bring their own healthy lunches from home. In which case, they will not receive a school lunch.

School Property

- Parents/guardians **please encourage your child to respect school property.**
- Parents/guardians **will be responsible for lost, damaged, stolen or vandalized property.**
- Students **will be responsible for keeping all school property** (books, desks, tables, chairs and equipment) **in good condition.**
- **If damage or loss occurs, parents/guardians will be expected to replace the item that was lost or damaged.**



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.

Emergency Drills

Our school will hold Emergency Drills on a regular basis.

Outdoor Activities/Recess

The fresh air and physical activity are important for each child to experience daily for general well-being and healthy development. Please make sure that you provide clothing that is appropriate for the outside temperature. We may not take the children outdoors in inclement weather, based on the judgment of administration.

Information about the Student Immunization Law

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

Confidentiality

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

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. If you are the subject of a report, we may inform you, as appropriate, whether or not we were the reporting agency. La Casa de Esperanza, Inc. also has a policy and procedure in place to address any concerns relating to any inappropriate staff/child interactions to ensure the safety of all children.



LA CASA
de Esperanza, Inc.

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

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

This is to certify that we have read the **2018-2019** Scholar Handbook issued to our son/daughter, a student at La Casa de Esperanza Charter School. We have also read and agreed to the School-Family Compact.

Print Student's Name: _____

Student's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Print Name _____

Date: _____

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