

**Parent/Guardian  
Student  
Handbook 2020-2021**



**Main Campus**  
1643 S. 2<sup>nd</sup> St.  
Milwaukee, WI 53204  
Phone: 414-902-1660  
Fax: 414-902-1676

**Kindergarten Academy**  
809 W. Greenfield Ave.  
Milwaukee, WI 53204  
Phone: 414-316-4177  
Fax: 414-810-4392

<https://www.lacausa.org/charter-school>



**La Causa, Inc.**

Where Children and Families Come First

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# La Causa Charter School

## Mission

To provide innovative, foundational, and culturally rich academic programs focused on Fine Arts, Science and Technology, Dual Language Education and English as a Second Language, while engaging the entire family in their children's educational experience.

## Vision

Our School vision is to prepare every student to become a productive member of society by providing them with a successful educational journey within a safe and stimulating environment, while allowing parents to be engaged in daily school activities.

## Goals

- Students will achieve mastery in core subjects' areas of reading. Mathematics, language arts, science and social studies.
- Students will exhibit abilities that are appropriate to their age and development in their learning.
- Students will become competent in reading, writing and speaking in both English and Spanish languages.

## La Causa Charter School Administration

### **Yolanda Valdés**

Principal

414-316-3811

414-316-4172

### **Kari L. Hendricks**

Coordinator

Middle School Level

414-316-3828

### **Samantha Schwartz**

Coordinator

Kindergarten Academy

414-316-4143

414-316-3797

### **Luis G. Román López**

Assistant Principal I

Primary Level

414-316-3809

## La Causa Charter School Support Service

**Robyn Shemwell**  
Support Service  
Coordinator

**Wilda Maldonado**  
School Receptionist

**Charis Montañez**  
Administrative Assistant  
Enrollment/Recruitment

**Krystal Escobar**  
Administrative Assistant  
Transportation/Budget  
Clerk

**Tanya Rojo**  
Administrative Assistant

**TBD**  
Family and Community  
Engagement Specialist

## La Causa Charter School Staff

### K4 Teachers:

Yenitza de Jesús

Sauer Cassandra

Jill Swanson

### K5 Teachers:

Celia Golon

Gloria Ortega

### First Grade Teachers:

Paula Danieluk  
Yudith Escalona

Julie Ludwikowski  
Emily Genovese

TBD  
Suzette Wilson

### Second Grade Teachers:

Eddie Carrasquillo  
Sharon Gonzalez

Lisa Ravet  
Denise Schmitz

Tamara Sams  
Jennifer Dvoran

### Third Grade Teachers:

Julie Dewey  
Math

Natalie Sperling  
Engl. Literacy/Science

Magdiel Perez  
Span. Literacy/SS

### Fourth Grade Teachers:

Danielle Frazer  
Math

Vanetta Busch  
Engl. Literacy/Science

Pedro Ocasio  
Span Literacy/SS

**Fifth Grade Teachers:**

Amanda Tainter  
Math

Rocio Guerrero  
Engl. Literacy/Science

Taina Torres  
Span. Literacy/SS

**Sixth Grade Teachers:**

Pamela Norby  
Math

María Hernandez  
Literacy

Grace Ledin  
Sc/SS

**Seventh Grade Teachers:**

Matthew Rafacz  
Math

Kenneth Casper  
Literacy

Carol Dodd  
Sc/SS

**Eighth Grade Teachers:**

Jennifer Hernandez  
Math

Jocelyn Santos  
Literacy

Clarisa Scott  
SC/SS

**FAST Teachers:**

Katrina Motley  
Arts

Jonathan Utzat  
Robotics

KayCee Kelsey  
Video Production

Araceli Soto  
Physical Education

Roberto Alonso  
Physical Education

Noah Enright  
Music

Anne Nushart  
Computer Science

Marcie James  
Launch Lab

Jessica Wichman  
PLTW

**La Causa Charter School Paraprofessionals**

Pamela Mishelow

Tyria Thomas

Sara Vlies

Mildred Quiñones

Santa Santiago

Fanny Vargas de Moscoso

Maryceli Rosario

**La Causa Charter School Substitute Teachers**

Fernando Ayala

Sofia Lynch

John Lindhorst

## **La Causa Charter School English as a Second Language Teacher**

Alexandra Hampton

### **La Causa Charter School Special Education Team**

Joseph Getse  
School Psychologist

Carolina Zúñiga  
Speech & Language  
Pathologist

TBD  
Speech & Language  
Pathologist

Gladys Rivera  
SpEd Teacher

Erin Mazaba  
SpEd Teacher

Marissa Virrueta  
SpEd Teacher

Indania Medina  
SpEd Teacher

### **La Causa Charter School Support Team**

TBD  
Student Services  
Specialist

TBD  
Nurse

LaTrice BARbee  
Social Worker

Ariana Perez  
Technology and  
Media Support

### **La Causa Charter School Agency Support Staff**

Mónica Beltran Soto  
Food Service Supervisor

Jorge Montañez  
Facilities Manager



# Calendar



## 2020-2021 SCHOOL YEAR LA CAUSA CHARTER SCHOOL CALENDAR



Aug. 12-14 Registration  
 Aug. 27 Meet the Teacher Day  
 Aug. 31 First Day of School for students  
 Sept. 7 Labor Day - (no student/staff\* attendance)  
 Oct. 22 Parent/Teacher Conf. - 4:00 pm-8:00 pm  
 Oct. 23 Parent/Teacher Conf. - 8:00 am-12:00 pm (no student attendance)  
 Oct. 26 Professional Development Day (no student attendance)  
 Nov. 16 Records Day (no student attendance)  
 Nov. 24 End of First Trimester  
 Nov. 25-27 Thanksgiving recess (no student /staff\* attendance)  
 Dec. 21-31 Winter Recess (no student /staff\* attendance)  
 Jan. 1 Winter Recess (no student /staff\* attendance)  
 Jan. 4 Classes Resume  
 Jan 15 Professional Development Day (no student attendance)  
 Jan. 18 Martin Luther King, Jr. Day (no student/staff\* attendance)

Feb. 15 Professional Development Day (no student attendance)  
 Feb. 16 Records Day (no student attendance)  
 Mar. 12 End of Second Trimester  
 Mar. 18 Parent/Teacher Conf. - 4:00 pm-8:00 pm  
 Mar. 19 Parent/Teacher Conf. - 8:00 am-12:00 pm (no student attendance)  
 Mar. 22 Professional Development Day - No student attendance  
 Mar 29 - April 5 Spring Recess - (no student/staff\* attendance)  
 April 6 Classes Resume  
 May 31 Memorial Day - (no student/staff\* attendance)  
 June 11 Last Day of School for students  
 June 14 Records Day/Benefits Fair - Last day for staff  
 Starting on June 15 - make-up days (as many as needed for students and staff)

### AUGUST 2020

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### SEPTEMBER 2020

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### OCTOBER 2020

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### NOVEMBER 2020

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### DECEMBER 2020

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### JANUARY 2021

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### FEBRUARY 2021

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### MARCH 2021

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### APRIL 2021

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### MAY 2021

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### JUNE 2021

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# Parents/Guardians and Students

## **Involvement**

Parents and guardians are the first teachers and our most important partners in a child's education. Your involvement is essential for the success of your child's academic achievements. If parents or guardians don't value the education that their children receive, the students are less likely to value that same education.

## **Responsibilities**

As a Parent or Guardian, you are responsible for:

- Participating in all Parent Workshops and Meetings.
- Assist children with their daily Homework assignments.
- Reading all school communications in order to stay informed about school and classroom activities involving their child.
- Attend all Parent/Teacher Conferences to be an active participant in their child's education.
- Attending all school programs and will be notified by flyers, calendar, Class Dojo, and/or phone notification in advance of the event.
- Communicate with our Family and Community Engagement Specialist who serves as an advocate for parents.
- Scheduling in advance a visit, to participate at the school, or help in your child's education in order to become more involved in your child's classroom experience. This includes helping during special activities and field trips.
- Making sure your child come to school every day on time and are wearing the appropriate uniform.
- Volunteers are always welcome at La Causa Charter School.
- Every volunteer will be subject to a background check and must be cleared before working with students.
- Contacting Ms. Montañez, Administrative Assistant of Enrollment/Recruitment, if personal information changes. (Address or Phone Number)
- Conducting yourself in a respectful manner at school.

## **Audience Expectations for School Events**

We invite many families and members of the community to be part of our special school events. In order to have a successful and smooth performance that fully respects our school community, it is important that we abide by these expectations.

- Please be sure that all hats are off while in the building and during the event.
- Everyone is asked to stay seated during the entire program. Standing at your seats will impede the view of others behind you.
- All children must remain seated with their parents. Please ensure your children are always with you and not left alone or running around. Also, be sure your children are not standing on chairs as this is dangerous and will not be allowed.
- Please be respectful of our speakers and students who are on stage. We ask that you silence or turn off cell phones and refrain from talking during the program.
- Note that we have designated a special location for parents to take pictures. If you are taking pictures in these areas, please do not ask students to wait as they walk off stage. We need to keep all students moving for the program to proceed.
- If the noise level gets too loud, we will stop the program to ensure all our speakers are respected.
- Please do not exit the building from the cafeteria doors. Use the doors in the front of the school if you need to leave the building.
- We have staff members in the gym who may politely remind you about our conduct requirements. Please follow any instructions that a staff member may give you.
- For Graduations Only: Please be sure to return all caps and gowns before leaving the ceremony. Students may keep their tassels and stoles.

Place all balloons and other items on the side of the gym so they do not block the view of others during the program.

## Enrollment/Emergency Contacts

- Enrollment forms must be filled out and returned to the office during registration.
- Upon enrollment you will be required to complete an Emergency Contact form that will be kept on file in the school office for use by teachers and administration, in case we need to contact a parent/guardian regarding the student.
- The Emergency Contact form must have the names of the persons authorized to pick up your child.
- **Your child will not be able** to leave school with any person (even if he / she is a relative) without the written consent of the parent / guardian of the student, the authorization of an administrator and a form of identification to show upon request. This identification will be photocopied and kept on file for future reference.
- It is the responsibility of the parent/guardian to keep La Causa informed about any changes to the emergency contact information. If for some reason **contact information changes** during the school year, **please contact the school office** immediately to update the necessary information.
- Individuals that are NOT allowed to have any contact with your child must be noted on the emergency card. If a parent or legal guardian is NOT allowed to pick up the student, a valid court order must be turned in to the school. Inform the office and provide appropriate documentation that is required by law.

## Immunizations and Mediations

- The law requires that students receive a minimum number of immunizations prior to entering school. The law is meant to prevent illnesses such as mumps, pertussis (whooping cough) and other vaccine preventable diseases from returning and harming our children. Families who do not have health insurance can have their children immunized at a city health clinic free of charge. Call the City Health Department at (414) 286-8034 for the location of a clinic near your home. Failure to have children immunized will result in children being excluded from school.

Required Immunizations	
Pre-Kindergarten (2-4 years)	Kindergarten – Grade 5
4 doses of Tetanus, Diphtheria & Pertussis	4 doses of Tetanus, Diphtheria & Pertussis
3 doses of Polio	4 doses of Polio
3 doses of Hepatitis B	3 doses of Hepatitis B
1 dose of Measles, Mumps and Rubella	2 doses of Measles, Mumps and Rubella
1 dose of Varicella	2 doses of Varicella
Grades 6 – 12	
4 doses of Tetanus, Diphtheria & Pertussis	
1 additional dose of Tetanus, Diphtheria & Pertussis	
4 doses of Polio	
3 doses of Hepatitis B	
2 doses of Measles, Mumps and Rubella	
2 doses of Varicella	

- It is best to give your child any prescription medicine at home. However, there are times a child may need to be given a prescription medication during school hours. School personnel will only administer medication at the designated time as directed by the medical provider and the parent. If your child is taking medication, you must complete an Authorization to Administer Medication Form which will be kept on file. This will allow designated school personnel to give your child their medicine. All prescription medication brought to school must be in an appropriately labeled bottle that states the student's name and the required dosage.
- Non-prescription or over the counter medication must also be clearly labeled with the student's name and the required dosage. All medications must be brought to the school nurse. Students should not carry medications with them or in their backpack during the school day. You may contact the school nurse at any time for more information about medications.

### **Student Attendance, Absences, Truancy**

- La Causa Charter School is a non-instrumentality charter school of Milwaukee Public Schools. Therefore, we adhere to the student attendance and absence policies established by MPS.
- We work cooperatively with parents or guardians to teach students the importance of daily and timely schools/class attendance. School attendance, when supported and encouraged by parents or guardians, constitutes a vital part of the development of positive attitude toward school.
- Under Wisconsin Statute 118.15, any person having control of a child between the ages of 6 and 18 shall see that the child attends school regularly until the end of the school term of the school year in which the child becomes 18.

- The state of Wisconsin and the Milwaukee Board of School Directors set policies for student absences. They are summarized below.

In case of an absence:

- It is your responsibility as a parent/guardian to notify the school as soon as possible when your child will be absent.
- Submit a written excuse or phone call to the school within 48 ho

**If any of the following conditions exist, please keep your child home from school:**

- Fever (Temperature 100° or higher)
- Vomiting or diarrhea
- Heavy nasal congestion or frequent cough
- Blistery rash
- If your child has been diagnosed with a contagious disease

urs of the child's return to class.

**Kindergarten Academy:** 414 316-4177    **Main Campus:** 414 902-1660

- Missing the school bus does not qualify as an excused absence.
- During the school year, your child may not have more than a total of 10 excused absences. After 10 excused absences you must present justification of the additional absences.
- Failure to send your child to school may result in a citation and/or fine.

**The following are valid reasons for excusable absences:**

- Personal illness
- Medical/Dental appointments
- Family emergencies
- Funerals

### **Truancy**

Your child is considered truant when:

- He/she is absent for all or part of the school day and you, as the parent/guardian, have not contacted the school with a legitimate excuse as noted above.
- He/she attends school so irregularly that he/she is in violation of the state laws that require children to attend school.

- He/she has excessive tardy arrivals, which can also be considered truancy. A student is considered habitually truant if he/she misses a total of FIVE full or partial days without a legitimate excuse during the trimester.

### **Parent Notification of Absences**

You will receive a certified letter from the school social worker requesting a meeting if your child has had FIVE unexcused absences. After EIGHT unexcused absences, you will be required to meet with the school's social worker. If you fail to meet with the school social worker within 10 days of notification, the school will submit the case to the State Social Worker which may impose penalties on you for failing to correct the truancy problem, as detailed in state statutes and municipal codes.

### **Pick Up & Drop Off Policy & Procedures**

#### **Drop Off Procedure:**

If you are dropping your child off by car in the morning, please pull up as far as possible, not going beyond the orange cones placed on the West side of 2nd Street. Please allow your child to exit the vehicle in the drop off lane between the entrance to the parking lot and the orange cones. Please remember not to drop off in the bus lane. We have a staff member monitoring the drop off line to ensure that the students safely exit the cars and enter the building.

#### **Early Arrival:**

La Causa Charter School has a Morning Homework Club program for families that need to drop off their child at school before 7am. There is a fee of \$12.00 per week. This program allows families to drop off their child as early as 6:30am. Please do not drop off your child before 7am. There is no adult supervision in front of the building until 7:00am. Students will directly go to their classrooms upon arrival.

#### **Pick Up Procedure:**

If you are picking up your child by car, please park in a legal parking space on the street. Do not make U-turns or park in the bus loading zone in front of the building. If you park on the opposite side of the street, please do not allow your children to cross the street by themselves. Walk to the nearest intersection and utilize the crosswalk or crossing guard on duty. Crossing in the middle of the street is an unlawful, dangerous practice that could have negative consequences for you or your child. Violators are subject to a citation.

**Please note that the policy will be in place as soon as students start coming to school. The safety of your child is our top priority and we appreciate you honoring our policy.**

## **TARDINESS**

**School hours are from 7:20 a.m. a 2:20 p.m.**

Please make sure that your child arrives on time. Important instructions for learning are given at the beginning of the school day.

Any student that arrives after 7:20 a.m. will be marked tardy and may not be provided breakfast.

### **Why is it important to have a good attendance?**

- Students that attend school daily, it impacts their academic success directly.
- Students with good attendance have higher self-esteem than those with poor attendance.
- Students do not miss important information that is given, and they are more likely to be and feel successful.
- Students demonstrate a stronger sense of community.
- Students are more likely to find good jobs in the future.
- Students are less likely to get involved in illegal activities in the community.
- Students develop a stronger sense of responsibility.
- Students are less likely to drop out of high school.

\*\*\*All students with 96% attendance will receive a prize. \*\*\*

## **Dismissal Policy & Procedures**

### **Early Dismissal:**

- Children will not be dismissed early from school after 1:50 pm.
- If you find it necessary to pick up your child before 1:50 pm, please notify the school before 11:30 am by contacting the Main Office at (414) 902-1660.
- If a parent does not call before 11:30 am and wants to pick up their child before dismissal (between 1:50 pm-2:30 pm), they will need to get prior approval from an administrator.



- For your child's protection, **no child will be released** to an individual not listed on their emergency contact card.
- Authorized persons picking up students should be 18 years or older and have a form of identification to show upon request. This identification will be photocopied and kept on file for future reference.
- All students being picked up early will need to be signed out at the main office.

### **Regular Dismissal:**

- The school day ends at 2:20 pm.
- Only authorized individuals may pick up a child. Make sure your emergency contact card is updated.
- If your child is not picked up by 2:30 pm, they will be supervised by our afterschool staff and a fee of \$1.00 per minute will be charged.
- Students with a completed Walker Form on file in the office will be dismissed at 2:20 pm through the back door on the south end of the Main Campus (Mitchell Street & alley). A staff member will be stationed at the back-door supervising students. At 2:30 pm, any students left will be brought into the building and will be considered Late Pick Up. Families will be charged \$1.00 per minute after 2:30pm.

### **Change of Schedule in transportation and extracurricular activities:**

- If your child will not be taking the bus home afterschool, you must call the school before 11:30 am at (414) 316-3800.
- If your child will not be attending their extracurricular activities or for any other change of schedule, please contact the school before 11:30 am at (414) 316-3800.

## Health Guidelines

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

- 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.
- The child requires more care that the school staff is able to provide without effecting the health and safety of other children.
- The illness is on the list of symptoms or illness for which exclusion is recommended (see below).

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

Illness or Symptom	Should I send my child to school?
Chicken Pox	<b>NO</b> -A child with uncomplicated chicken pox should stay home until blisters have dried and crusted (typically 6 days)
Conjunctivitis (pink eye with thick mucus or pus draining from the eyes)	<b>NO</b> -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.
Coxsackies Virus (Hand, foot and mouth diseases)	<b>YES</b> -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.	<b>NO</b> -Child should stay home unless the causes of diarrhea is not illness relates, e.g. caused by antibiotics or food sensitivity.
Fever with behavior changes or illness	<b>NO</b> -Child should stay home unless the cause of diarrhea is not illness related above 100 degrees and is accompanied by behavior changes or other symptoms of illness (fatigue, rash, sore throat, diarrhea, etc.)
Fifth's Disease	<b>YES</b> —Child is no longer contagious once rash appears.
Head Lice	<b>YES</b> —Child may go to school with hair tied back. Treatment should be completed within 24 hours.
Impetigo / Staph / MRSA	<b>NO</b> —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	<b>NO</b> —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.
Upper Respiratory Complications <input type="checkbox"/> Large amount of thick nasal drainage <input type="checkbox"/> Severe Cough <input type="checkbox"/> Extreme sleepiness <input type="checkbox"/> Ear pain <input type="checkbox"/> Fever (above 100 degrees orally)	<b>NO</b> —Seek medical advice. Child may return when symptoms are improved.
Ringworm	<b>NO</b> —Child should stay home until treatment begins. Area should be covered while in school.
Scabies	<b>NO</b> —Child should stay home until treatment starts. Note from medical provider verifying treatment is needed.
Strep Throat	<b>NO</b> —Child should stay home until 24 hours of antibiotic treatment and 24 hours fever free.
Vaccine Preventable Diseases	<b>NO</b> —Child should stay home until judged not infectious by a medical provider. Report all cases to school nurse.
Vomiting	<b>NO</b> —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.

## Transportation

La Causa Charter School provides bus transportation services to families that qualify and if space is available. Pick-up and drop-off locations are based on corner stops that are convenient for the bus company routes. 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 stop with the child.

To request to have your child leave early from school, or if you **do not** want your child taking the bus for the day, parents must call the school **before 11:30 am**.

**Main Campus** 414-902-1660      **Kindergarten Academy** 414-316-4177

**Please plan your schedule accordingly.**

### Parents Guidelines for Bus Services

The following guidelines will help parents/guardians address any issues with bus services. A child may be suspended from riding the bus if the parent/guardian fails to follow the guidelines.

- Contact us to request a bus stop or route change. Do not ask the bus driver to change stops or routes.
- Contact the school if a problem arises, whether it is with the bus company, the driver, or the riders. **Do not** confront the driver or riders.

### Student Code of Conduct

Good conduct is important to bus safety. The school will notify you if your child does not behave on the bus. All students must follow these rules:

- Be Safe
  - Remain orderly when getting on and off the bus.
  - Always obey the adult and/or Bus Driver.
  - Get off the bus only at your regular stop.
  - Always keep your hands, head and feet inside the bus.
- Be Respectful
  - Be thoughtful of other on the bus.
  - Never throw anything out of the bus windows.
  - Fighting or pushing on the bus is not allowed.
  - Avoid talking loudly or making loud noises. Noises may distract the driver and cause an accident.
  - Use of profanity is not allowed on the bus.

- Be quiet when the bus is coming to a railroad crossing.
- Eating, drinking, and smoking is not allowed on the bus.
- Tampering with the bus or its equipment is not allowed.
- Be Responsible
  - Arrive promptly at the assigned bus stop.
  - Go directly to your seat and remain seated.
  - Keep book, lunches, and coats out of the aisles.
  - Animals, glass, or dangerous objects are not allowed on the bus.
  - Exit the bus promptly.

### Consequences

If a child's behavior jeopardizes the safety of students on the bus, the principal has the right to discipline the child following this method.

Grades K-8	Removing the child from the bus for a limited period.
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If your child is removed from the bus, you have the option of transporting him/her to and from school. If the child continues to misbehave on the bus, the principal may take further action including permanently removing him/her from the bus.

### Field trips

Field trips are an extension of classroom activities and part of the planned curriculum at La Causa Charter School. Field trips provide excellent opportunities 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 students will be asked to pay a fee.

**Parents are encouraged to serve as chaperones on field trips but are required to have a background check completed first which may take approximately 3 weeks to complete.** To ensure your background check is completed in a timely manner, it is suggested that parents turn in the necessary forms as soon as possible at the beginning of the school year.

To ensure a safe experience for all students, on occasion parents may be required to accompany their child on a field trip after the background check has cleared.

## Field Trip Rules

### Be Safe

- Stay with your chaperone
- Follow directions given by adults

### Be Respectful

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

### Be Responsible

- Be on time
- Be prepared
- Turn in permission slips by due date
- Wear appropriate uniform/clothing

## Lunchroom Rules

### Meals include:

- Breakfast
- Lunch
- Dinner

### Students are expected to:

- Take their tray of food and eat during breakfast and lunch
- Clean up after eating
- Talk quietly during meals
- Raise their hand if they need assistance
- Wait to be dismissed by a staff member
- Always follow school rules. If 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 both 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.

## Students Uniform Policy

In order to provide a safe and disciplined learning environment for students, La Causa Charter School has established a mandatory uniform policy. All students are to wear the required uniform to school every day. It is the responsibility of the Parent/Guardian to work with the school if their child is not dressed in the required uniform. Uniforms are required to be purchased at the Goldfish Uniform Store. All uniform clothing should have the school insignia. **If your child does not wear the appropriate uniform, you will be contacted and required to bring the appropriate uniform to school. Shirts must always be tucked into pants or skirts!**

### School uniforms benefits:

- School uniforms promote a positive learning environment.
- Uniforms reduce distraction and judgments based on appearance.
- Uniforms are affordable and save families money.

### Boys

- Yellow collared shirt (1st – 4th grade)
- Red collared shirt (K4-K5 & 5th – 8th grade)
  - Navy blue uniform pants
- Black uniform dress shoes (all grades)
  - Navy blue or black socks
- Navy blue vest with insignia (optional for cooler weather)
- Navy blue sweater with insignia (optional for cooler weather)

### Girls

- Yellow collared shirt (1st – 4th grade)
- Red collared shirt (K4-K5 & 5th – 8th grade)
  - Navy blue uniform pants
- Navy blue uniform jumper or skirt (optional)
  - Black uniform dress shoes
  - Navy blue or black socks
- Navy blue or black leggings/tights under skirt or jumper only
  - Navy blue vest with insignia (optional for cooler weather)
- Navy blue sweater with insignia (optional for cooler weather)

### Physical Education

- Physical Education T-shirt (purchased from the school)
- Navy blue uniform pants
- Navy blue jogging pants with no writing or markings
- Tennis shoes

### Cold Weather

- Navy blue vest with the school insignia
- Navy blue sweater with the school insignia
- Please provide your child with an appropriate jacket, hat, scarf, socks, boots, and mittens or gloves, etc. for colder weather.

### **All Students**

- Facial piercings must be covered or removed
- Only light make-up permitted
- Jeans may be worn only on designated days

### **All Students – NOT PERMITTED**

- Acrylic nails are not permitted
- Hoodies, caps, hats, or bandanas are not permitted
  - Pants cannot be rolled up
  - Sagging or baggy pants are not permitted
- Sweatshirts or sweatpants with writing are not permitted
  - Shorts or skirts are not permitted
  - Skinny pants or skinny jeans are not permitted
- Sandals, flip-flops, open-toed shoes or high heels are not permitted
  - Writing on skin is not permitted

### **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 dress code policy outlined below. If students are unable to participate in a Jeans Day or an Out of Uniform Day, 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. Non-uniform 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. Jeans, 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 (i.e.



laces are broken, Velcro straps are ripped off, etc.). Flip flops and high heels are not allowed.

**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 always not compliant with the regular school uniform policy. 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.

## **PBIS**

The staff at La Causa 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 Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. The foundation of PBIS at La Causa 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 includes all students. All students can earn rewards for following behavior expectations. Students can earn "Caught You Being Good" tickets which are entered in the weekly raffle. At the beginning of each month, students who earned 10 or more CYBG tickets in the previous month get a free jeans day. Students who earn 100 CYBG tickets get a PBIS t-shirt. We have monthly incentives as well and students can be recognized at our school assemblies for perfect attendance and honor roll.

## **How Can Parents Help Their 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 mentors 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!

## **Discipline**

La Causa 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 Causa Charter School employs the MPS Code of Conduct, Rights, Responsibilities and Discipline guidelines.

Students are responsible for their own behavior and are expected to abide by the Code of Conduct, as well as by other school and classroom rules that help maintain a positive learning environment. Students will:

- Follow all district policies and the rules of their individual schools and classrooms
- Work toward academic achievement by attending school and classes regularly, bringing classroom materials including books, pencils, and paper, and completing all assigned class work.
- Always communicate respectfully with all staff members
- Resolve conflicts and disputes respectfully and disputes with others
- Respect the rights and property of others while going to and from school, at all school-related activities, at bus stops, and on buses
- Act responsibly with school property and replace or reimburse the school for lost or damaged school property, including books and equipment
- Refrain from making threats of violence, joking about violence, or starting rumors of violence against the school, staff, or students; such actions will be quickly and thoroughly investigated

Violations of the Code of School/Classroom Conduct that are dangerous, disruptive, or interfere with a teacher’s ability to teach effectively will not be tolerated. Students in grades K4–8 will be subject to discipline as outlined in this booklet.

La Causa Charter School is committed to provide 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.

### Levels of Disciplinary Action

The goal of school discipline is to assist all students in functioning successfully in their educational and social environments, as well as to protect the school community and public property. Discipline aims to promote positive behavioral change. School staff, before writing a referral or issuing a suspension, will use a wide array of behavioral interventions to support students that are having behavioral difficulties that are not a direct threat to the safety of staff and students. Violations of the Code of School/Classroom Conduct come with different consequences. Below are the four levels of disciplinary action. Each violation has a minimum and maximum level of disciplinary action. In the pages that follow, levels are outlined for each offense.

<b>Level 1</b>	<p>At this level, the school staff conducts a conference with any combination of students, parents/ guardians, teachers, administrators, and support staff. The conference may result in a behavior contract with the student, a warning to the student and/or parent/guardian, or other action authorized by the school in compliance with school district policies and procedures.</p> <p>Interventions will be documented using PLP Notes in Infinite Campus. Balanced and restorative practices and school wide PBIS strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary.</p>
Conference/ Interventions	
<b>Level 2</b>	<p>Suspension is defined as a temporary exclusion from the building and includes classes and all school-related activities held during school, after school, and on weekends. Parents or guardians are notified of the suspension and are expected to meet with a school administrator before the child returns to school. School-based suspensions are not more than three days, though suspensions involving a referral to Central Services and the Department of Student Services (see below) may be up to five days. See Disciplinary Due Process Procedures below for details.</p> <p><b>NOTE:</b> Suspensions of students in grades K3–2 require approval from MPS.</p>
Suspension	

<p><b>Level 3</b></p> <p>Referral to the Department of Student Service</p>	<p>Serious breaches of discipline are referred to the Department of Student Services at MPS Central Services. A conference with the student, parent/guardian, school administrator, and student services supervisor may be held. The student has the right to be represented by legal counsel or by another person identified by the parent/guardian. The resulting disciplinary action may range from intervention to a recommendation for expulsion.</p> <p>Note: Suspensions of students in grades K4–2 require approval of a regional superintendent.</p>
<p><b>Level 4</b></p> <p>Recommendation for Expulsion</p>	<p>This level of discipline is reserved for criminal acts or for the most serious violations of school rules. Students are given a written statement telling them of the expulsion process and their rights during the procedures. The process must be completed within 15 days, during which the student is suspended from school. The student may be represented by legal counsel or by any person of his/her choice throughout the process. The process is as follows:</p> <ul style="list-style-type: none"> <li>• A preliminary expulsion hearing is held with the student, parent/guardian, school administrator, and student services supervisor. The case can be scheduled for an expulsion hearing, dismissed, or directed toward another action.</li> <li>• If an expulsion hearing is scheduled, the student, parent/guardian, school administrator, and student services supervisor go before an independent hearing officer. The officer decides on whether to expel the student as well as the length of the expulsion period. Within 30 days, the Milwaukee Board of School Directors reviews the independent hearing officer’s decision to expel.</li> </ul> <p>Note: This disciplinary level does not apply to students in grades K4–2.</p>

Code of School/Classroom Conduct and Discipline Chart for Grades K4–8		Action Level	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/repeated)
<b>Attendance/Punctuality</b>			
Skipping class	Failure to report to class without prior permission, knowledge, or excuse by school/parent	1	1
<b>Learning Environment</b>			
Chronic disruption or violation of school rules	Engaging in conduct that is disruptive to the learning environment; engaging in behavior that interferes with the teacher's ability to productively teach; and has interventions that have been implemented over time AND have not remediated the disruptive behavior	1	3
Chronic lack of supplies	Repeatedly reporting to class lacking necessary materials such as books, physical education attire, etc.	1	1
Gang activity	All gang activities which include, but are not limited to, use of material, jewelry, or clothing to disrupt or intimidate others; gang posturing to provoke an altercation; engagement in gang initiation or recruitment; or any act that furthers gang membership activity	1	4
Inappropriate dress	Dressing or grooming in a manner that disrupts the teaching and learning of others. Failure to comply with the school-level dress code.		1
Inappropriate personal property	Possession of personal property prohibited by school rules that interferes with the teaching and learning of others such as food, beverages, laser pointers, and electronic or communication devices	1	3
Inappropriate use of electronic communication devices	Capturing, distributing, displaying, sharing, and/or posting of inappropriate images from personal or school technology sources that disrupts the learning environment	1	4
Leaving the classroom without permission	Leaving the classroom/learning environment without permission	1	1
Substantial environment disruption	Engaging in conduct that causes a substantial disruption to the educational environment such that teaching and learning, and/or normal school operation cannot continue.	1	4

Code of School/Classroom Conduct and Discipline Chart for Grades K3–12		Action Level	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/repeated)
Assault	A physical attempt to cause bodily harm to another person without making physical contact where there is a show of force that causes reasonable fear or apprehension of immediate bodily harm	2	3
Battery	Unprovoked/unanswered intentional physical contact without consent causing bodily harm	4	4
Bomb threat	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property	3	4
Bullying	Deliberate, one-sided, repetitive behavior that is done with the intention of harming or intimidating others	1	3
Disorderly Conduct	Engaging in behavior that causes a disruption in the educational environment and/or which causes property damage or minor injury (without regard to intention)	1	3
Endangerment of Physical safety/mental well-being	Engaging in conduct that directly and substantially endangers the physical safety or mental well-being of others	3	4
Extortion	Forcing other persons to act against their will under threat of, but not limited to, physical harm	2	4
False fire alarms	Reporting a fire to school or fire officials, or setting off a fire alarm without a reasonable belief that a fire exists	2	4
Fighting	Physical confrontation including, but not limited to, pushing and shoving, and/or exchange of physical blows	1	4
Gambling	Playing any game of skill or chance for anything of value	1	2
Hazing	Intentional or reckless acts which endanger the physical health or safety of others for the purposes of initiation/admission/affiliation with an organization	2	4
Loitering	Remaining around or lingering about a school building without a lawful purpose or particular purpose for being there	1	1
Personal Threat	Direct or indirect (through another party) verbal, written, or electronic statement of	1	3

	intent to do bodily harm directed toward others		
Possession/ownership or use of weapons	Possessing, having under one's control, using, or threatening with a gun (BB, pellet, pistol, rifle, starter replica, or toy gun), explosive device, or any other object that, by the way it is used, is capable of inflicting bodily harm	4	4
Possession or use of fireworks	Using or possessing any explosive fireworks	1	3
Reckless vehicle use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner (i.e., a manner that shows conscious disregard for a substantial or unjustified risk to oneself and others) or in a manner that disrupts the educational process	1	4
Robbery	Taking property from a person by force or threat of aggression	2	4
Sexual Assault	Intentional bodily contact of a sexual nature	3	4
Sexual harassment	Unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature, or other verbal conduct or communication of a sexual nature	1	3
Trespassing	Entering any school property without proper authority or remaining on any school property after being told to leave by authorized personnel; includes any school entry during a period of suspension or expulsion	1	2
Verbal abuse, profanity, harassment	Use of language (written or spoken) or conduct or gestures which may be obscene, profane, or vulgar	1	4
<b>Property</b>			
Arson	Intentionally starting any fire or combustion on school property	3	4
Burglary	Unauthorized entry into school district property for the purpose of committing a crime, especially theft	2	4
Theft/Possession of stolen property	Taking of property belonging to another individual, group, or entity without permission with the specific intent to permanently deprive; or being in the possession of property without permission of the owner	1	4
Vandalism	Maliciously and intentionally causing damage to school property or the property of others; includes situations in	1	4



	which minor damage can be repaired or replaced at no cost to the district		
<b>Controlled Substance</b>			
Other substances/materials	Possessing, using, or having under one's control any substances or materials that threaten the health or safety of oneself or others	2	4
Possession of drug paraphernalia	Possession of a tool used to prepare, store, contain, or used to ingest, inject, or inhale a drug or controlled substance with or without drug residue	1	2
Possession with intent to distribute/ownership/use of alcohol or illegal drugs	Possessing, possessing with intent to distribute, selling, giving away, transferring, having under one's control, or using any alcoholic beverages, controlled substances, or intoxicants	3	4
Use of tobacco, including chewing	Use of any tobacco product by a student	1	2

**School Board Policy of Milwaukee Public Schools on Weapons and Other Criminal Offenses**  
La Causa Charter School  
Student Responsibility

I have been informed about the rules of behavior in La Causa Charter School and reviewed the School/Classroom Code of Conduct as outlined in this handbook.

I know that:

Guns and other weapons are not allowed in school or while going to and from school. If a student brings any kind of gun to school, the student may be recommended for expulsion.

- Laser pointers are not allowed in school.
- Students are not allowed to have alcohol or drugs in their possession in school or while going to and from school. Students are not allowed to smoke tobacco or chew tobacco in school. If a student brings or uses alcohol, drugs or tobacco in school, the student may be recommended for expulsion.
- Students are not allowed to have chemical irritants (pepper spray) in their possession in school or while going to and from school. If a student brings to school or uses chemical irritants (pepper spray) in school, the student will be suspended and may be recommended for expulsion.

I have been told about the rules for classroom behavior. I know I could be expelled from school for violating any of those rules. Being expelled means I cannot attend La Causa Charter School or any Milwaukee Public School.

## Class Dojo

La Causa Charter School is using ClassDojo, [www.classdojo.com](http://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 both Our School Mission - to provide innovative, foundational, and culturally rich academic programs, focused on Fine Arts, Science and Technology, Bilingual Education and English as a Second Language, while engaging the entire family in their children's educational experience, and Our School Vision - to prepare every student to become a productive member of society by providing them with a successful educational journey within a safe and stimulating environment, while allowing parents to be engaged in daily school activities.

### 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.

## **Parent Guide to Standards Based Grading**

At LCCS, we envision a student-friendly report card with clearly defined learning targets aligned to high quality, balanced assessments that will bridge our elementary and middle school grading formats. Our Standards-Based Report Card seeks to provide meaningful feedback so both students and parents can track student progress toward mastery of key academic concepts, reflect upon strengths and weaknesses, and identify multiple pathways to deeper learning.

### **What are standards-based grading?**

Standards-based grading communicates how students are performing on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows, or can do, in relation to pre-established learning targets, as opposed to simply averaging grades/scores over the course of a grading period, which can mask what a student has learned, or not learned, in a specific course.

### **How does standards-based grading differ from traditional grading?**

Unlike with traditional grading systems, a standards-based grading system measures a student's mastery of grade-level standards by prioritizing the most recent, consistent level of performance. Thus, a student who may have struggled at the beginning of a course, when first encountering new material, may still be able to demonstrate mastery of key content/concepts by the end of a grading period.

In a traditional grading system, a student's performance for an entire quarter is averaged together. Early quiz scores that were low would be averaged together with more proficient performance later in the course, resulting in a lower overall grade than current performance indicates.

Standards-based report cards separate academic performance from work habits and behavior in order to provide parents a more accurate view of a student's progress in both academic and behavioral areas. Variables such as effort, participation, timeliness, cooperation, attitude and attendance are reported separately, not as an indicator of a student's academic performance.

### **How are my child's marks determined?**

A student's performance on a series of assessments (both formative and summative) will be used to determine a student's overall grade in a course. Practice assignments (homework) are just that, practice, and thus should serve primarily as a source of feedback and instructional support for both students and teachers. Scores on practice assignments should not be used as a major component of a student's academic grade. Teachers may require students to complete all their practice work prior to allowing them to take, or retake, an assessment.

### **Will my child still receive teacher comments on their report card?**

Yes. Individualized feedback is an essential component of standards-based grading. Effective feedback is a more useful source of information than simply assigning a numeric value or letter grade to student work.

### **What will each of the numbers in the 4-point scale represent?**

- A score of (4) would indicate that a student exceeds a standard by consistently demonstrating an advanced level of understanding and/or the ability to apply their knowledge at a higher level.
- A score of (3) would indicate that a student has independently achieved the standard. The student demonstrates mastery of the standard.
- A score of (2) would indicate that a student is developing an understanding of a standard, but still may need additional instruction and/or support.
- A score of (1) would indicate minimal understanding of a standard. The student shows limited evidence of understanding the standard.

### **How should a student/parent view student grades now that the system of A-F has been replaced by a 4-point scale? What is an A in the new grading system?**

You cannot really compare a traditional grading system to standards-based grading. It is like comparing “apples to oranges”. Standards-based grading identifies a standard and indicates whether a student is meeting the standard at a given point in the school year. A score of (3) is defined as meeting grade level standards and indicates that a student has demonstrated mastery of the skills that were expected to be learned by that point in the grading period.

### **Is it possible to achieve a grade of 4?**

Yes, it is. However, a score of (4) indicates performance that is consistently above what is expected for mastery at that point in the school year. Level 4 work would indicate a much deeper understanding of a standard, the ability to apply that knowledge, make connections and extend learning beyond the targeted goal.

### **If a student is being accelerated in any grade level/subject area with above grade level standards or materials, is that student required to get a 4 on his report card?**

Level 4 work reflects higher order thinking, application, connection and extension of targeted goals. While being instructed above grade level is not required in order to achieve a (4), students who are taught above grade level have consistently shown mastery of a subject at their current grade level. Achieving a (4) does not preclude a teacher from suggesting areas for improvement in the comment section of the report card. Receiving a (4) does not guarantee that a student's performance would remain at that level across all reporting periods, or for all course standards.

**If a student receives 1's all year, does that mean the student will be retained?**

Intervention classes are in place at La Causa Charter School to support learners who are behind in math and reading. If a student receives 1's or 2's, it means his/her work is not yet meeting grade level standards. Several academic interventions will be offered to those students who are struggling to meet the established standards. Grade level retention is not a practice that is generally supported by research.

**How will I know if my child needs help?**

Receiving a 1, 2 on a grade report/report card can be a sign that a student needs extra support in the areas where they are receiving low marks. This is one benefit of a standards-based report card, areas in need of support are clear.

**Where else in the area is standards-based grading being implemented?**

It is important to note that our elementary schools have been utilizing a four-point grading system for several years, so it will not be new to most of our families. It is also under study, or already implemented, in several school districts in the area, including elementary schools, middle schools, and high schools.

## **La Causa Charter School Technology & Device Policy**

The mission of the “One-to- One” technology program at La Causa Charter School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. Each grade level team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

### **Device Purpose**

La Causa Charter School is loaning students with either a laptop or tablet based on grade level. All devices remain the property of La Causa Charter School. The supplied devices will provide each student access to required educational materials needed for each student to allow the student to be successful. The device allows student access to Microsoft for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing. All devices must be returned at the end of the school year, unless otherwise instructed.

The policies, procedures, and information within this document apply to all devices distributed to students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for device use in their classroom.

### **Receiving Your Device:**

Devices will be distributed in late Summer following a parent information session. Parents & Students must sign and return the Technology & Device Policy Sign-off and Student Pledge document before any device can be issued to their child. This document will be issued to parents/guardians and must be signed and returned before any device is issued.

**Training:** Students will be trained on how to use the device by their teachers. Training documents and videos will also be available online for students to refer to when needed.

**Return:** Student devices and accessories (charger, charger, headphones, battery, etc.) will be collected at the end of the school year. Failure to return any of the equipment will result in a replacement cost being assessed to the family.

Any student who transfers out of La Causa Charter School will be required to return their device(s) and accessories. If the device and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the bill will be turned over to a collection agency to pursue payment.

### **Taking Care of Your Device:**

Students are responsible for the general care of the device, which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the office.

#### **General Precautions:**

- No food or drink should be next to your device when in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your device to room temperature prior to turning it on.

#### **Carrying the Device:**

The protective carrying bag for the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you should not toss the bag or drop the bag if your device is inside.

#### **Screen Care:**

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.

- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not pick up the device by the screen when opened.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## **Using Your Device**

### **At School:**

The device is intended to be used at school and/or home every day as directed by the teacher. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the device. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

All students are required to take their device home each night throughout the school year for additional support at home as well as ensure the device is charged daily. Devices must be brought to school each day in a fully charged condition. If students leave their device at home, they must immediately phone parents or guardian to bring the device to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

### **Sound:**

Sound must always be muted unless permission is granted by the teacher for instructional purposes. It is recommended that student bring personal headset or 'ear-buds' for any audio projects they work on.

## **Managing Your Files and Saving Your Work:**

Students may save documents to their Microsoft One Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Microsoft One Drive will make the file accessible from any computer with internet access. Students using Microsoft One Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.



### **Personalizing the Device:**

Devices are to remain free of any writing, drawing, or stickers, UNLESS, the Device is protected with removable skin which are not supplies by the school. An identification label with the student's name is acceptable on the Device(s). Spot checks for compliance will be made periodically by administration and/or teachers. Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow La Causa Charter School's acceptable use policy.

### **Software on Devices:**

#### **Originally Installed Software:**

Device software is installed by La Causa's IT department. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Microsoft One Drive, are available for offline use. The software originally installed on the device must always remain on the device in usable condition and easily accessible.

All devices are supplied with the latest edition of Microsoft Windows 10 Operating System (OS), and many other applications useful in an educational environment. From time to time the school may add software applications for use in a course. Applications that are no longer needed will automatically be removed by the school as well.

#### **Virus Protection:**

Virus protection is provided on the device with all the latest virus definitions from Symantec Anti-Virus.

#### **Additional Software/Downloads:**

Students are not allowed to install additional software or download items on their device other than what has been approved by La Causa Charter School.

#### **Inspection:**

Students may be selected at random and required to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

#### **Procedure for Restoring the Microsoft Windows 10 OS:**

If a problem is encountered with the device(s), the teacher will use the "5-minute" rule. If the problem cannot be fixed in five (5) minutes, the device will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Microsoft Windows 10 OS will restore the device to the state in which the user originally received it. All student created files stored on

an external miniSD card, USB flash drive, or Microsoft One Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Microsoft One Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

### **Protecting & Storing Your Device:**

#### **Device Identification:**

Devices will be labeled by the school. Devices can be identified in the following ways:

- Serial number and QR code asset tag
- Under no circumstances are students to modify, remove, or destroy identification labels.

#### **Storing Your Device:**

Students are required to take their device home with them every night. The device is not to be stored in their lockers or anywhere else at school outside of school hours. Devices should never be left in a in a vehicle.

#### **Storing Devices at Extra-Curricular Events:**

Students are responsible for securely storing their device during extra-curricular events.

#### **Devices Left in Unsupervised/ Unsecured Areas:**

Under no circumstance should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised devices will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a device in an unsupervised location.

### **Repairing or Replacing Your Device:**

#### **Devices Undergoing Repair:**

- Loaner devices may be issued to students if they must leave their device. If repair is needed due to malicious damage, the school may choose to not provide a loaner device.
- Repaired devices will be restored to the original factory image. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be

replaced should be kept at home on an external storage device. Students and parents will be charged for device damage due to misuse, carelessness, and/or abusive handling.

- Newer devices may be covered under a limited factory warranty for coverage of defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the device. This warranty does not apply to damage caused by misuse, abuse, or accidents. All device problems are to be brought to the teacher's attention immediately.

If a device becomes defective (not the fault of the student) after the warranty expires, La Causa will replace the device at no charge with a fully functional unit.

#### Damage/Theft:

##### **La Causa Charter School Device Damage**

It is the responsibility of the students to handle the device appropriately. If damage occurs, the school will work with the family to see that the device is repaired/replaced. Parents will be responsible for the actual cost to repair and/or replace the device/accessories.

La Causa Charter School reserves the sole right to assess and determine if damage to a device will result in a repair or replacement.

Parents/Students are responsible for the full cost of replacement and/or repair of any device determined to have sustained damage outside of normal wear and tear including lost or stolen devices.

Note: Failure by the parent or legal guardian to pay any fees for an intentionally damaged, lost, or stolen device will be turned over to a collection agency.

##### Cost to Replace Lost, Stolen or Intentionally Damaged Device and Accessories:

A device or any of its accessories that are lost and or stolen (whereabouts unknown) or intentionally damaged are the responsibility of the student and parent. The student will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. The replacement costs are as follows:

- Laptop replacement - \$275
- Tablet replacement - \$215
- Headphones - \$10.00
- Hotspot device - \$100

Note: Failure by parent or legal guardian to pay any fees related to devices intentionally damaged, lost, or stolen will be turned over to a collection agency.

## **La Causa Charter School Acceptable Use & Digital Citizenship Policy**

### **Digital Citizenship**

#### 1. Current filtering methods

La Causa Charter School complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- "Certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are pornography, or (c) are harmful to minors, for computers that are accessed by minors"
- "Adopt and enforce a policy to monitor online activities of minors"
- "Adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet;; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors;; and (e) restricting minors' access to materials harmful to them"

La Causa Charter School employs the following methods to enforce each of these requirements:

- The school uses an in-House Firewall to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is filtered by Microsoft Exchange services to help filter out inappropriate content & junk email.
- The Information Technology team reviews the student and staff internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.
- La Causa Charter School has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the school's principals, in cooperation with information provided by

the Information Systems staff. These offenses follow the same disciplinary policy as other discipline at La Causa Charter School. For more information about the school's Network/Internet Agreement form, please see section 2 below labeled "Acceptable Use Policy" (AUP).

## 2. Acceptable Use Policy (AUP): Technology Code of Conduct

It is the intent of La Causa Charter School to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

### **General Network Use**

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with school standards and honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals using the network.

Network storage access is like school lockers, you can use them, but they still belong to the school. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on school servers will be private.

### **Internet / World Wide Web / E-mail Access**

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families are warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, your student may find ways to access other materials as well. Filtering software is in use, but no filtering system can block 100% of the inappropriate material available on the Internet. La Causa Charter School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the

disadvantages. Ultimately, parents and guardians of minors are responsible for setting and enforcing the standards that their children should follow when using media and information sources.

### **Publishing to the World Wide Web**

Student work may be considered for publication on the World Wide Web, specifically on the school's website or a classroom website. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address, or other identifying contact information.

### **Online Safety Awareness**

It is our school's goal to empower our students to make their computer/Internet experiences safe and responsible. To help facilitate this, the school's handbook includes the Acceptable Use Policy which all students and parents/guardians are required to read, sign, and return to the school principal.

To achieve "Online safety" requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy. Online safety is integrated across the curriculum. The faculty receives resources and training to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

**We hope you enjoy your technology device and that you will use it wisely to expand and explore the wonderful ways it can help you do the best job you can in your schoolwork!**

## Cell Phone and Personal Electronic Equipment Policy

We at La Causa Charter School understand the importance of parents being able to keep in contact with their child via cell phones. However, in accordance with Milwaukee Public Schools commitment to provide a safe and effective learning environment, the following policy for personal electronic equipment will be enforced.

**Please read the contract carefully with your child.**

- Cell phone/iPod or other personal electronic device must not be used during the school day.
- Cell phone/iPod or other personal electronic device must be off or in silent mode.
- Cell phone/iPod or another personal electronic device must always remain in your book bag. They are not to be in your pocket, clipped to your belt or pants or otherwise on your person.
- Headphones/ear buds will be used for academic purposes only. When not in use, they must remain in your book bag. Teachers will inform students when they will be allowed for instruction.
- If a student uses a cell phone to call outsiders to the school to participate in harassing or fighting with another student or staff member, the student can be expelled from all Milwaukee Public Schools and the outsiders can be criminally charged.
- If a student uses a cell phone/iPod or other electronic device to videotape other students under any circumstances, the student can be expelled from all La Causa Charter Schools and Milwaukee Public Schools.
- If a student is seen using a cell phone/iPod/or other personal electronic device, it will be confiscated by school personnel.
  - **First time offense**– the cell phone/iPod or other personal electronic device, headphones or ear buds will be confiscated. A parent or guardian will be contacted, and the item can be picked up by the student at the end of the day.
  - **Second time offense**– the cell phone/iPod or other personal electronic device, headphones or ear buds will be confiscated. A parent or guardian must pick up the item at the end of the day. The student will not be allowed to pick it up.
  - **Third time offense** – the cell phone/iPod or other personal electronic device, headphones or ear buds will be confiscated until the end of the trimester.

**If your cell phone/iPod or other personal electronic device, headphones or ear buds are lost or stolen, La Causa Charter School, Milwaukee Public Schools, and all other school personnel will not be considered responsible.**

## PLEASE READ WITH YOUR CHILD

**Homework is sent home daily.**

**It should be done neatly, legibly and returned the next school day.**

Homework is not given as “busy work” but to support your child’s learning at school and to reinforce new skills. Homework helps link the child’s home life to his/her school life. It helps put into practice what they have learned in school. It also teaches a child how to be responsible for their own learning and to build good work habits. Missed assignments can negatively impact your child’s academic progress. Homework could include 10 to 30 minutes of reading each day, including weekends. This can be done by the child alone or shared with the family.

Parents/Guardians can help by:

- Checking that their child is completing homework assignments every night.
- Setting aside time and a quiet space each evening for their child to do their homework assignment.
- Assisting their child with his/her homework.
- Contacting their classroom teacher for resources or assistance when necessary.

### Library Fines

**It is the student’s responsibility to return any checked-out books when they are due and keep them in good condition.**

- Parents and students will be regularly notified of any missing books.
- Students are required to return library materials and/or pay replacement costs for lost or damaged library books before the end of the school year (in early June).
- **Eighth grade students who owe fees may not be able to participate in the graduation ceremony until library fees are paid.**



## Parent / Student Compact

The Educational Community of La Causa Charter School, including educators, parents, and children, agree to enter the following compact to provide the most effective educational program for our students.

As a **Student** in the La Causa Charter School educational community, I agree to:

- Respect all students, adults, and property.
- Have a positive attitude towards school and learning.
- Complete and return all assigned work on time and to the best of my ability.
- Be responsible for effective time management.
- Read every day.
- Wear the appropriate uniform every day.
- Follow our PBIS rules.

As a **Teacher** in the La Causa Charter School educational community, I agree to:

- Cooperate to create high expectations for our school community and to achieve school and state educational goals.
- Keep parents informed of every student's academic and social progress through ClassDojo, the implementation of bi-annual parent/teacher conferences as well as progress reports every trimester.
- Create a positive, welcoming, and open classroom environment in which parents, staff, and students collaborate in the learning process.
- Assume responsibility for the success and progress of students.
- Be organized and prepared to teach in a positive, alert, and enthusiastic manner each day.
- Acquire teaching strategies that will enhance my skills in working with English Language Learners.

As a **Parent** in the La Causa Charter School educational community, I agree to:

- Be an active participant in the school community by attending school programs, parent/teacher conferences and by reading and returning all school documents in a timely manner and communicating with the teachers through ClassDojo.
- Provide a time for homework to be done and to help my child with homework, while establishing a safe and encouraging learning environment.
- Be aware of my child's physical and emotional health.
- Assure that my child arrives and departs school on time and prepared.
- Be supportive of the established school policies and work with the administration and staff to ensure my child's educational success.
- Read to my child or listen to my child read to me 20 minutes a day.
- Support the school's uniform policy by making sure my child wears the appropriate uniform **every day**.
- Attend monthly Parent Committee Meetings.

**Photo and Video Release Form**

I hereby grant the staff of La Causa, Inc. or designee, permission to photograph or videotape my child and/or family while at any school event. I understand these photographs/videos may be used by La Causa Inc./MPS in publications and/or displays representing the organization.

**IF YOU DO NOT WISH YOUR CHILD/FAMILY TO BE VIDEO TAPED OR PHOTOGRAPHED, please fill out, sign and return this form to school.**

\_\_\_\_\_ Yes, I **do** give permission for my son/daughter to be photographed or videotaped.

\_\_\_\_\_ No, I **do not** give permission for my son/daughter to be photographed or videotaped.

_____	_____	_____
Name of the Student	Grade	Homeroom Teacher
_____		_____
Name of Parent/Guardian		Phone Number
_____		_____
Signature of Parent or Legal Guardian		Date

\*I have agreed to submit this application by electronic means. By typing my name I am signing this application electronically, I agree and will follow with the expectations that the school has establish on the handbook and any changes that could occur.

## Summary of Agreements 2020~2021

- Technology Equipment Policy
- Acceptable Use of Technology Policy
- Cell phone and Personal Electronic Equipment Policy
- School Board Policy of Milwaukee Public Schools on Weapons and Other Criminal Offenses
- Photo and Video Release Form
- Audience Expectations for School Events
- School Compact

\_\_\_\_\_ I have received a copy of the Parent/Student Handbook for the 2020-2021 School Year.

\_\_\_\_\_ I have read and agree with all the above information and the rules written in this handbook.

_____	_____	_____
Name of the Student	Grade	Homeroom Teacher
_____		_____
Parent/Guardian Signature		Date

\*I have agreed to submit this application by electronic means. By typing my name, I am signing this application electronically, I agree and will follow with the expectations that the school has establish on the handbook and any changes that could occur.

**This signed form must be returned or sent to the school.**