



La Causa Charter School

FAMILY HANDBOOK

2026-2027 SCHOOL YEAR

1643 South 2nd Street. Milwaukee, WI. 53204

Main Office: 414-316-3800

Website: LaCausa.Org



Excellence



Accountability



**Growth
Mindset**



Leadership



Empathy



Service

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Welcome Families

Welcome to La Causa Charter School! This handbook is designed to help families understand the shared expectations of families and the school, educational staff and students, and the administration. It offers information about procedures and policies, where to find the support your family might need or want, and resources to communicate with the school. Please read it carefully and keep it available throughout the school year.

La Causa Charter School believes students are most successful when the school and families work together. Our goal is to provide an environment that supports the academic, social, and emotional development of your child. We strive to ensure our school community is a place where every child feels respected, has a sense of belonging, feels supported to achieve their goals, and is prepared to learn and grow now and for their future.

Open communication and family involvement is the key to our shared success! Stay connected to ClassDojo to get the latest information from the school. Check our website, lacausa.org, to find information and other resources. Attend our monthly School and Family Engagement (SAFE) Council meetings in person or virtually to share your voice. Be an active part of your child's education by participating in school events and programs like Padres Comprometidos, volunteering in classrooms, or even chaperoning field trips. Most importantly, be sure that your child attends school every day on time. Together, we can help your child feel successful in school.

If you have questions or concerns, be sure to reach out to the classroom teacher as the first step. If you need more support, we have additional school staff and administration available. Your child's teacher and this handbook can help answer your questions or direct you to where you can get the answers or support that you need.

La Causa Charter School Administration

Kari L. Hendricks

Director of Education

414-316-3793

Bryan M. Lyday

Associate Principal

414-316-3809

La Causa Charter School Mission and Vision

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.

Who should I contact?

I have a concern. Who should I contact?

Always contact your child's teacher first! They may be able to answer the question or refer you to the appropriate staff member.

My child's teacher was unable to answer my question. Who can I talk to now?

Use the table below to identify the correct party to contact regarding your concern.

Staff Member	Responsibility	Contact Information	Bilingual?
Tanya Rojo	Administrative Assistant - Enrolling a child - Emergency contacts or student records - Excusing a child	tanyar@lacausa.org 414-316-3829	Yes
Wilda Maldonado		wildam@lacausa.org 414-647-4177	Yes
Mirnalís González-Ocasio	Healthcare Para - Sick or injured children - Medication and medical documentation	mirnalisg@lacausa.org 414-316-3790	Yes
Jessica Aguilar	School Social Worker - Attendance and truancy - Community resources - Student mental health and counseling services	jessicaa@lacausa.org 414-316-3856	Yes
Liz Swarczewski	Instructional Dean - State testing: FORWARD. - District Testing: STAR, iReady, aimsWeb - Lanyard system - Service hours	elizabeths@lacausa.org	No
Meghan Chairez and Ashton Kusch	ESL Teachers - ACCESS testing - Concerns about your child's English levels	meghanc@lacausa.org	No
		ashtonk@lacausa.org	No
Jill Swanson and Eddie Carrasquillo	Academic Interventionists Students receiving academic interventions in English or Spanish	jillsw@lacausa.org	No
		eddiec@lacausa.org	Yes
Gladys Rivera	Special Education Lead - IEPs and 504s - Questions regarding minutes or services	gladysr@lacausa.org	Yes

I have contacted the appropriate party but still do not have a resolution to my concern. Who do I call now?

You may contact an administrator using the information below.

Administrator	Responsibility	Contact Information	Bilingual
Bryan M Lyday	Associate Principal	BryanL@lacausa.org 414-316-3809	Yes
Kari L Hendricks	Director of Education	karilynnh@lacausa.org 414-316-3793	Yes

Family Engagement Policy

La Causa Charter School strongly believes that parents and the community are active partners in the education of our students and commits to developing strong partnerships with all stakeholders to support our goal of educating all students. Our school, in collaboration with parents and community partners, shall establish programs and practices that enhance parent involvement and reflect the specific needs of our students and families. We will:

- Hold an annual parent meeting where we will share information about our educational plan and the Title I program.
- Provide notice of events, meetings, and other opportunities for parental involvement.
- Maintain a School and Family Engagement (SAFE) council comprised of parents, community members, and school staff, and actively involve the SAFE council in the development, evaluation, and progress of the annual school improvement plan.
- Send important school information through ClassDojo. Be sure to see your child's teacher to start the ClassDojo process.
- Encourage families to actively participate in the education of their children and work to address barriers to family involvement.
- Provide families and staff members with various training opportunities to further develop cooperative relationships between school and home.
- Involve families in the creation and implementation of student educational plans to address both special and regular education needs of students.
- Support students and families dealing with attendance and tardiness issues.
- Promote the social-emotional development and wellbeing of our students.

School Compact

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

As an **administrator** in the La Causa Charter School educational community, I agree to:

- 1) Ensure a safe and nurturing school environment.
- 2) Direct and support the education of all children in the school, assuring that the highest quality curriculum and instruction will be provided to all students.
- 3) Promote the physical, emotional, and social health of all students.
- 4) Assist the teachers in providing the best possible education so that each student can achieve the highest level of success, as determined by state standards.
- 5) Provide meaningful communications to the parents regarding current school programs, activities, and adult educational opportunities.
- 6) Support the reading efforts of students, staff, and parents learning two languages.

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

- 1) Create high expectations for our student achievement and to meet school, district, and state educational goals.
- 2) Keep parents informed of every student's academic and social progress through ClassDojo, twice yearly parent/teacher conferences, and thrice yearly progress reports and report cards.
- 3) Create a positive, welcoming, and open classroom environment in which parents, staff, and students collaborate in the learning process.
- 4) Assume responsibility for the successes, challenges, and progress of students.
- 5) Be organized and prepared to teach in a positive, engaging, and motivational manner each day.
- 6) Acquire teaching strategies that will enhance skills in working with English Language Learners, students with special needs, and students from diverse backgrounds.

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

- 1) Be an active participant in the school community by attending school programs and events, regularly communicating with staff, and actively sharing ideas to improve school culture.
- 2) Establish a safe and encouraging learning environment for homework, enrichment, and parental interaction with my child.
- 3) Be aware of and engaged in my child's physical and emotional health.
- 4) Assure that my child arrives and departs school on time, is prepared to learn, and in the proper uniform.

- 5) Be supportive of the established school policies and work with the administration and staff to ensure my child's educational success.
- 6) Be actively engaged in the school community through parent workshops, chaperoning or classroom volunteering, participating in family input surveys, Parent Teacher Organization (PTO), Governance Council, etc.

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

- 1) Respect all students, adults, and property.
- 2) Have a positive attitude towards school and learning.
- 3) Complete and return all assigned work on time to the best of my ability.
- 4) Be responsible for effective time management.
- 5) Read every day.
- 6) Wear the appropriate uniform every day.
- 7) Follow our PBIS rules and make positive behavior choices.
- 8) Follow technology and cellphone policies.

School Calendar

A hard copy of the school calendar can be found online at www.lacausa.org or at the front desk. One copy will also be provided during registration.

How Do I Get Involved in My Child's School?

Volunteering

Volunteers are always welcome at La Causa Charter School! To help ensure a safe, engaging learning environment, the following expectations are in place for anyone wishing to volunteer.

- Every volunteer will be subject to a background check and must be cleared before working with students.
- Volunteers must be over the age of 18.
- Provide contact information including phone number, address, and email to the front office.
- Contact the front office if your personal information changes.
- Be a positive role model for students!
- Engage with students in a positive and supportive manner, respecting their individual needs and backgrounds.

Parent Meetings

- Attending conferences twice a year.
- Meet with your child's teacher regularly.
- Attend School and Family Engagement Council meetings.
- Attend classroom and school family events.

Emergency Contacts

- You must complete an Emergency Contact form that will be kept on file.
- The Emergency Contact form must have the name of the person(s) 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 consent of the parent/guardian and the authorization of an administrator.
- If contact information changes, please contact the school office immediately to update the necessary information.
- Individuals not allowed to have 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 into the school.

School Nutrition Policy

Policy Leadership

The Food Service Manager, with the assistance of the La Causa Charter School Director of Education, will be responsible for the oversight of the Nutrition Services Policy that is mandated by Milwaukee Public Schools Administrative Policy 4.07, which is available on our website under Parent Resources.

Nutrition Standards at La Causa Charter School

Standards and Guidelines for Food and Beverages in Schools

1. School Meals

- a. La Causa Charter School will provide healthy and safe school meal programs that comply with all federal, state, and local statutes and regulations.
- b. La Causa Charter School will accommodate the changing special nutrition needs of students; and will accommodate the cultural, ethnic, and religious diversity of our community.
- c. Meals served through the National School Lunch and Breakfast Programs will:
 - Offer a variety of fruits and vegetables, with an emphasis on including a variety of fruits and vegetables from the blue/purple, green, white, yellow/orange, and red fruit, and vegetable groups on the monthly menu.
 - Serve only low fat (1%) and fat free milk except when whole or 2% milk is recommended for students with special nutritional needs.
 - Work towards ensuring that at least half of the served grains are whole grain.
 - Continue to exclude deep fried foods and strive to replace high fat main entree items with lower fat items as appropriate.
 - Continue to replace menu items that contain trans fats with foods that do not contain trans fats.
 - Be served in portion sizes that meet National School Lunch Program and Breakfast Program requirements. Meal pattern requirements are available at:
<https://www.fns.usda.gov/school-meals/nutrition-standards/nslp-meal-pattern>;
 - Meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010.

2. Food Safety

- a. All food sold or served to students will be prepared in health-inspected facilities under the guidance of food safety certified staff.

- b. La Causa Charter School will provide students with access to hand washing or hand sanitizing before any meals or snacks.
- 3. Scheduling Meals
 - a. La Causa Charter School will make every effort to provide sufficient time for all students to eat in the school cafeteria and will schedule meal periods at appropriate times during the school day. The school will:
 - Provide students with at least 10 minutes to eat after sitting down for breakfast and 15 minutes to eat after sitting down for lunch; and
 - Arrange for accommodations for students who need more time to finish lunch; and
 - Schedule meal periods at appropriate times, i.e., lunch should be served between 10:30 AM and 1:00 PM; and
 - Schedule lunch periods to follow recess periods, when possible, to increase student nutrient intake and reduce food waste; and
 - Offer attractive dining areas, which have enough space for seating, all students scheduled for that meal period; identifying specific areas/tables that will be allergen safe when necessary.
 - b. La Causa Charter School will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfast that encourages participation, including "grab and go" breakfast, breakfast in the classroom, or having breakfast during morning break.
- 4. Food and Behavior
 - a. La Causa Charter School will limit its use of foods or beverages as rewards for academic performance or good behavior (unless this practice is part of a student's individual education plan, behavior intervention plan, or a 504 Individual Accommodation Plan).
 - b. The school will not withhold food or beverages as punishment.
- 5. Celebrations
 - a. Classroom celebrations will encourage healthy choices and portion control. It will meet or exceed the USDA Smart Snacks in School Standards, including those snacks brought by staff or family members. Smart Snacks standards are available at <https://www.fns.usda.gov/school-meals/nutrition-standards/smartsnacks>.
 - b. The Coordinated School Health Team will disseminate a list of healthy party ideas to parents and teachers and will serve as a resource.
- 6. Sharing Foods and Beverages

La Causa Charter School will not allow students to share their food or beverages with one another during meal or snack times given concerns about allergies and other restrictions on some children's diets.

7. Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health and will meet or exceed the USDA Smart Snacks in School Standards which are available at <https://www.fns.usda.gov/school-meals/nutrition-standards/smartsnacks>.

La Causa Charter School will work towards serving whole grains, fruits, vegetables, and low-fat dairy as the primary snack items.

8. Beverages

a. The following beverages may be allowed for sale to students at La Causa Charter School during the school day:

- Unflavored or flavored low fat or fat free fluid milk and nutritionally equivalent non-dairy beverages (to be defined by USDA).
- Water without added caloric sweeteners or artificial sweeteners.
- 100% juice

b. The following beverages will not be allowed for sale to students at La Causa Charter School during the school day:

- Soft drinks contain caloric sweeteners or artificial sweeteners.
- Iced teas.
- Fruit based drinks that contain less than 100% real fruit juice.
- Beverages containing caffeine, excluding low-fat or fat free chocolate milk (which contain trivial amounts of caffeine).

9. Portion Sizes

Portion sizes will meet the USDA nutrition requirements for the National School Lunch Program and/or School Breakfast Program.

10. Food Marketing

- a. School based marketing will be consistent with nutrition, education, and health promotion. As such, the school will limit food and beverage marketing to the promotion of foods and beverages that meet the nutritional standards for meals sold outside of the reimbursable meal's menu.
- b. School based marketing of brands promoting low nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruit, vegetables, whole grains, and low-fat dairy products is encouraged.

Nutrition Education

Teachers at all grade levels will incorporate nutrition education as part of the standard, required health curriculum.

Nutrition Promotion

The school will use district provided promotional materials and strategies learned in annual training sessions to promote healthy student choices.

Physical Activity

Students will participate in 45 minutes of organized physical activity daily, and 20 minutes of unstructured physical activity daily.

Other School-Based Wellness Strategies

The school will offer two family events per school year that support the promotion of healthy lifestyles.

Triennial Assessment

The school will evaluate the Local Wellness Policy (LWP) no less than once every three years to ensure continued compliance. The school will review the model policy of the USDA and apply new components as indicated by need.

The school will share the LWP with families in the Family Handbook, as a digital post on our communication platform, and as a resource on the school website. The school will disperse the LWP to all staff at the beginning of each school year and make it available to staff on SharePoint.

USDA Non-Discrimination Policy

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

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

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

Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Immunizations and Medications

The law requires that students receive a minimum number of immunizations before entering school. The law is meant to prevent illnesses and other vaccine-preventable diseases from returning and preventing learning loss and school disruptions. Families who do not have health insurance can have their children immunized at a city health clinic for free or at low cost. Call the City Health Department at (414) 286-8034 for a clinic near your home. Failure to immunize children will result in children being excluded from school until they are vaccinated.

School requirements for the 2026-2027 school year
For entry to K5 kindergarten through seventh grades students need:
• 4 doses of polio vaccine
• 3 doses of hepatitis B
• 4 doses of DTaP/DTP/DT/TD plus 1 additional at seventh grade
• 2 doses of varicella (chickenpox)*
• 2 doses of MMR
• 1 MenACWY- containing vaccine at seventh grade (NEW IN 24-25)

COVID Vaccines are not required but strongly encouraged. If your child tests positive or is exposed to COVID-19 and is not vaccinated, they will need to quarantine. Vaccinated children will only need to quarantine if they test positive.

Medication

It is best to give your child medicine at home. However, there are times when a child may need to be given 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 medication prescribed or over the counter (i.e., Tylenol or ibuprofen) and brought to school must be in the original bottle that states the student's name and the required dosage and must be given to the front office.

Students should not carry medications with them or in their backpack during the school day. You may contact school personnel at any time for more information about medications.

Student Attendance and Truancy

Regular school attendance is required for full participation in the school community. We adhere to the student attendance and tardy policies established by Milwaukee Public Schools and the State of Wisconsin. We collaborate cooperatively with parents or guardians to teach students the importance of daily and timely school/class attendance. 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.

In case of an absence

- It is your responsibility as a parent/guardian to notify the school as soon as possible when your child is absent.
- Submit a written excuse or phone call to the school within 48 hours of the child's return to class; if there is no answer, please leave a message. **A message on ClassDojo is not an appropriate form of excusing your child.**

Attendance Office: 414-316-3829

Main School Office: 414-316-3800

- Missing the school bus or having a sibling home sick 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 for the additional absences.
- Failure to send your child to school may result in a citation and/or fine from the district attorney's office.
- The following are valid reasons for excusable absences:
 - Personal illness of the child
 - Medical/dental appointments
 - Family emergencies
 - Funerals

Students who are not attending school regularly may lose the privilege to participate in school activities, including:

School events

Field trips

Sports

Extracurricular classes

Clubs

Before school program activities

PBIS Celebrations

Dances or other special celebrations

Field Day

Lock-in

Graduation related activities

End of year activities

After school program activities

Other privilege based school events

Required classroom instruction and required academic services will not be denied because of attendance concerns. However, optional and privilege-based activities may be paused when a student's attendance becomes a concern.

When Attendance May Affect Participation

- Repeated absences, excused or unexcused
- 5 or more unexcused absences in a semester
- 10 or more total absences during the school year
- Repeated tardies or early dismissals that add up to missed instructional time
 - Not following an attendance support plan
- Continued absences after family communication and support have been offered

Attendance Support Before Participation Is Denied

The goal is to help a student improve attendance and avoid last-minute surprises for families expecting their child to participate in a specific event.

- ClassDojo message, phone call, email, or written notice
 - Attendance reminder
- Meeting with the school social worker or administrator
 - Attendance support plan
 - Review of barriers affecting attendance
- Connection to community resources when appropriate
 - Regular attendance check-ins
 - Written notice if participation is at risk

Regaining Participation Eligibility

Participation may be restored when school administration determines that the student and family are making consistent progress.

- Improved daily attendance
- Fewer tardies or early dismissals
- Family participation in an attendance meeting
- Completion of an attendance support plan
- Documentation for extreme circumstances
 - Administrator's approval

Health Guidelines for Attendance

Deciding when to keep your child home from school can be difficult. There are three reasons to keep sick children from school:

- The child does not feel well enough to participate in usual activities, with symptoms like extreme signs of fatigue, unexplained irritability, or persistent crying with other symptoms of illness.
- The child requires more care than the school staff can provide without affecting the health and safety of other children.
- The illness is on the list of symptoms or illnesses for which exclusion is recommended (see below).

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.

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

Illness or Symptom	Should I send my child to school?
COVID-19	NO -If a child has symptoms, or positive test and direct exposure, and are not vaccinated.
Chicken Pox	NO -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)	NO -Child with conjunctivitis should stay home 24 hours after treatment starts.
Coxsackies Virus (Hand, foot, and mouth diseases)	NO -Child may not attend if the child has mouth sores and is drooling.
Diarrhea with illness (Vomiting, Fever, Rash) Diarrhea: Stools that are watery and frequent, twice or more than what is usual.	NO -Child should stay home until the symptoms have subsided.
Fever with behavior changes or illness	NO -Child should stay home if the fever is 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 appears.
Head Lice	YES —Child may go to school with hair tied back. Treatment should be started 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 with a doctor's excuse when medical provider (not school nurse) determines that illness is not communicable.
Upper Respiratory Complications ☐ 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. The area should be covered while in school.
Scabies	NO —Child should stay home until treatment starts. Note from medical provider verifying treatment is being provided.
Strep Throat	NO —Child should stay home until they've received 24 hours of antibiotic treatment and have gone 24 hours fever free.
Vaccine Preventable Diseases	NO —Child should stay home until judged not infectious by a medical provider and provide medical excuse. Report all cases to school nurses.
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.

Truancy and Attendance

Truancy is defined as an unjustified, unexcused absence from an educational institution. A student is truant when she/he is absent from school without an acceptable reason for one (1) or more days while school is in session.

Habitual truancy means a student is absent from school without an acceptable excuse for part or all five (5) or more days on which school is held during a school semester under Wisconsin State Statutes.

Students arriving late or leaving early will count as being absent for time when the student is out of school. Minutes will accumulate into days and affect attendance records.

Parent Notification of Absences

You will receive a certified letter from the school social worker requesting a meeting if your child has had **five (5)** unexcused absences. During this meeting we will discuss any type of resources that could be available depending on the needs of the family. After **ten (10)** absences, you will be required to meet with the school social worker to review and discuss an attendance plan for the students(s). If the student(s) continues to be truant, a District Truancy Abatement Burglary Suppression (TABS) letter will be sent notifying the family of fines. If you fail to comply with the school policies within ten (10) days of the notification, you will be required to meet with the school social worker to sign an attendance contract.

Drop Off/Pick Up Procedures and Policies

If you are dropping your child off by car in the morning, please pull up as far as possible, not going beyond the traffic cones placed on the west side of 2nd Street. Please only allow your child to exit the vehicle in the drop off/pick up lane. Do not double park to drop off students in the driving lane and do not allow your child to cross 2nd Street without an adult escort. All U-turns are prohibited. We have a staff member monitoring the drop-off to ensure that the students safely exit the cars and enter the building.

Early Arrival

La Causa Charter School has a Morning Club program for families that need to drop off their child at school before 7:00 am. There is a fee per week for this program. Contact the front desk for more details. This program allows families to drop off their child as early as 6:30am. If your child is not a member of the Morning Club, please do not drop off your child before 7:00 am. There is no adult supervision in front of the building until 7:00am.

Pick Up

If you are picking up your child by car, please form a line behind the cones in the drop-off /pick up lane on the west side of 2nd Street. **Do not make U-turns, do not double park, and do not 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. School staff are outside to direct traffic and keep students safe. Please follow all their directions politely. Violators are subject to a citation.

The safety of your child is our top priority, and we appreciate your honoring our policies.

Dismissal

Early Dismissal

Children will not be dismissed from school  after 2:00 pm. If you find it necessary to pick up your child before 2:00 pm, please notify the school before 12:00 pm by contacting the main office at (414) 316-3800. If a parent does not call before 12:00 pm and wants to pick up their child before 2:00 pm, they will need to get prior approval from an administrator. No children will be released until the dismissal is completed at 2:25 PM. For your child's protection, no child will be released to an individual not listed on their emergency contact card. Authorized people picking up students should be 18 years or older and have a form of identification to show upon request. All students being picked up early will need to be signed out at the main office.

Regular Dismissal

Dismissal will begin at 2:15 pm when the school day has ended. If your child is not picked up by 2:25 pm, they are considered a late pick up and will be supervised by our school staff; **a late fee of \$20.00 for every 15 minutes after 2:30pm will be charged per child.** Only authorized individuals may pick up a child. Make sure your emergency contact card is updated.

Change of Schedule in transportation and extracurricular activities

If your child will not be taking the bus home after school or will not be attending their extracurricular activities or has any other change of schedule, you must call the school before 12:00 pm at (414) 316-3800.

Arrival / Tardiness

School hours are from 7:15 am to 2:15 pm.

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 7:15 am will be marked tardy and may not be provided breakfast. Students on late buses will be provided breakfast.

Please be aware that minutes of tardiness accumulate during the school year to become additional unexcused absences. Late buses will not be considered an unexcused tardy/absence.

All children arriving at school after 7:15 am will need to be escorted into the building and signed in at the front office by the adult dropping them off. Adults who must escort their child(ren) into the building will need to be parked in a *legal* parking spot that does not block bus lanes.

Why is it important to have a good attendance?

- Attending school daily has a direct impact on student learning and academic achievement.
- Students with good attendance have higher self-esteem than those with poor attendance.
- Students do not miss important information that is given and are more likely to be and feel successful.
- Students demonstrate a strong sense of community.
- Students are less likely to get involved in illegal activities in the community and develop a stronger sense of responsibility.
- Students are less likely to drop out of high school and are more likely to find good jobs in the future.
- Students with perfect attendance can receive recognition.

Transportation

La Causa Charter School provides bus transportation services to families that qualify. 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 prior to the start of the school year that is kept on file in our office. K4 and K5 students must be accompanied by an adult at their stop in the morning and met by an adult at their stop in the afternoon. If there is no adult present the student will not be allowed to disembark the bus.

To request your child to leave school early, or if you do not want your child to take the bus for the day, **parents must call the school at 414-316-3800 before 12:00 pm.** You may not arrive at school at 2:15 and remove your child from the bus. Please plan your schedule accordingly.

Parent Guidelines for Bus Services

The following guidelines will help parents/guardians address any issues with bus services.

- 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 students.

Student Code of Conduct for Transportation

Good conduct is important for bus safety. The school will notify you if your child does not behave on the bus. A student may be suspended from riding the bus if they do not follow the Student Code of Conduct for Transportation. 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.
- Always remain seated.
- **Be Respectful**
 - Be thoughtful of others on the bus.
 - Never throw anything out of the bus windows and do not damage bus property (including but not limited to writing on seats, poking holes in seats, etc.)
 - 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 are 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 books, lunches, backpacks, and coats out of the aisles.
 - Animals, glass, or dangerous objects are not allowed on the bus.
 - Exit the bus promptly.
 - Keep the bus clean.

Negative Consequences for Bus Infractions

If a child's behavior jeopardizes the safety of students on the bus, the bus driver has the right to write your child up. La Causa school administration has the right to discipline the child following this method.

1 st Offense/Write up	Verbal warning
2 nd Offense/Write up	Removing the child from the bus for a limited period and/or additional consequence such as detention or assigned seat.
3 rd Offense/Write Up	Temporary or permanent loss of bus privileges

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 a field trip permission slip 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. Students must be in full La Causa uniform for field trips unless otherwise indicated by your child's teacher.

Parents are encouraged to serve as chaperones on field trips but are required to have a background check completed first, which may take up to four 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.
- All bus rules must be followed.

Meal Services

We provide a healthy, FDA approved meal service to all our students at no cost to parents. Students can opt to purchase additional items such as extra milk or an additional entrée during the school year. Students will be allowed to bring their own healthy lunches from home if they wish.

Meal service includes:

- Breakfast
- Lunch
- Dinner (Afterschool Programs only)

Students are expected to:

- Take their tray of food and eat quietly.
- Not share food with classmates
- 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 food will be allowed in the school building.** This includes fast food, sport/energy drinks, soda, chips/Takis and candy before, during, and after school. These items will be confiscated by staff and given back to the students at the end of the day.

Student Uniform Policy

Uniform Day Policy

Students must attend school in the appropriate uniform on regularly scheduled uniform days. This includes fleeces, cardigans, and vests on cold weather days. Students that come to school without their appropriate uniform are considered in violation of this policy. Parents will be contacted and required to bring a uniform for their child. Repeat offenses may result in the loss of the privilege to participate in non-uniform/jeans days.

Regular Uniform

- Red collared shirt with school insignia
- Navy blue uniform pants, skirt, or jumper with school insignia
- Mostly black shoes
- Navy blue or black socks
- Approved cold-weather uniform items when needed

Optional Cold-Weather Uniform Items

- Fleece jacket with school insignia
- Navy blue vest with school insignia
- Navy blue sweater with school insignia
- Navy blue crewneck sweatshirt with school insignia

Physical Education Uniform

- Physical education shirt purchased from school
- Navy blue uniform pants or navy blue or black jogging pants with no writing or markings
- Mostly black athletic shoes

Not Allowed

- Shorts
- Skinny pants or skinny jeans
- Hoodies – except on designated days
- Hats, caps, or bandanas
- Sagging or baggy pants
- Pants rolled up
- Sandals, flip-flops, slides, crocs, open-toed shoes, slippers, or high heels
- Facial piercings unless covered or removed
- Acrylic nails
- Heavy makeup
- Writing on skin
- Clothing with inappropriate images, language, or references

Non-Uniform Day Policy

Occasionally, students will be permitted to be out of uniform. These days may include field trips, fundraisers, or other special events. Parents will be informed in advance if students are able to participate in a jean's day or a non-uniform day. On those days, students must adhere to the dress code policy outlined below. If students are unable to participate in a jean's day or a non-uniform day, they must be in the correct school uniform.

- All clothing must be appropriate at school.
- Shorts are not permitted.
- Jeans/pants must be in good condition with no rips or damage.
- Hoodies and hats will not be allowed.
- Shoes must be in good condition and must be able to be securely fastened with laces or Velcro.
- Flip flops, sandals, slippers, slides, crocs, open-toed shoes, and high heels will not be permitted.
- Shirts may not reference drugs or alcohol or contain obscene language or gestures.
- Shirts must cover a student's body completely. Halter tops, crop tops, low cut tops, tank tops and spaghetti straps will not be permitted.

Non-Uniform Violation Warnings

If a student arrives at school on a non-uniform day in clothes that do not adhere to the above policy, parents will be contacted and asked to bring a change of clothes. Non-uniform days are a privilege, and students may lose the option to participate and/or face disciplinary action if they are regularly non-compliant with the regular school uniform policy. After three warnings, the student may lose the privilege of participating in future non-uniform/jeans day.

Tobacco Free Schools

La Causa Charter School recognizes that the use of tobacco products, including electronic cigarettes, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The school is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users and embracing its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors.

Tobacco and Vaping Policy

La Causa Charter School adheres to Milwaukee Public Schools Administrative Policy 6.11 regarding use of tobacco products on school property.

The use, activation, promotion, and sale of ALL tobacco products or imitation tobacco, and electronic nicotine-delivery devices, regardless of whether such devices contain nicotine, shall be always prohibited on school premises. (The term “school premises” includes all property owned by, rented by, or under the control of the school inclusive of any off-campus, school-or district-sponsored event or meeting, and district vehicles.)

The following process for enforcement of this policy shall be employed.

(1) Students. Any violation of this policy by students shall be subject to current disciplinary procedures as listed in this handbook.

(2) Citizens. Citizens who are observed smoking, using tobacco products, or using electronic nicotine-delivery devices on school district property shall be asked to refrain from doing so. If the individuals fail to comply with the request, they shall be asked to leave the building and school property.

(3) Employees. Employees who improperly use tobacco products or electronic nicotine-delivery devices shall be subject to disciplinary action in accordance with the Employee Handbook.

Crisis Response and Family Communication

La Causa Charter School takes student safety seriously. During a crisis or emergency, staff will follow school safety procedures and communicate with families as soon as it is safe and appropriate to do so. Families should rely on official school communication during an emergency. Student texts, social media posts, and rumors may contain incomplete or incorrect information.

Students must follow staff directions during emergencies. Unauthorized phone use may spread misinformation, create panic, or interfere with safety procedures. Students may be allowed to use phones if staff or administration determines it is safe and appropriate.

Types of Crisis Situations and Responses at School

Type of Crisis Situations and Responses	Safety Actions/Protocols	Estimated Response Time for Initial Family Notification
Medical Emergency (student or staff member)	• A code is called and our trained team responds. • Students remain in the classroom and instruction continues. • If needed, emergency services are called, and parents of students involved will be notified. • When the emergency is cleared, operations resume to normal.	Within 30 minutes, once the student is stabilized and emergency services are contacted (if needed)
Fire or Fire Alarm Evacuation	• Fire alarm is activated. • Teachers evacuate with emergency binders via designated exits. • Doors are closed behind them. • Students line up at designated safe zones. • Attendance is taken and staff with radios are notified of any missing students. • Once an all clear is given, students return to their classroom.	Within 30 minutes, once students are safely evacuated and accounted for and emergency services have designated the building unsafe

Natural Disaster (e.g., tornado, severe storm)	• Students and staff shelter in basement rooms according to our tornado plan. • Attendance is taken. • Students remain until the warning is cancelled by National Weather Service.	By the end of the school day, after all safety protocols are in place and the National Weather Service has cleared all warnings. Communication with families follows once the National Weather Service gives the all-clear.
Active Threat / Intruder on Campus	• A code is initiated. • Lockdown procedures are followed: all students return to the classroom, lock doors, cover windows, remain silent. • Law enforcement is contacted. • School remains locked down until “Code Green” is announced twice.	As soon as it is safe, typically within 30–60 minutes after law enforcement clears or stabilizes the situation
External Threat in the Neighborhood	• A code is initiated. • Doors are locked. • Instruction continues in classrooms. • Students are not permitted outside the classroom or building. • Transitions and bathroom breaks are paused until the threat is cleared.	Within 30 minutes, after building is secured and instructional safety continues
Internal Situation Not Affecting Student Security or Safety	• The situation is contained and does not affect student safety. • Normal operations continue; a code yellow may be called if necessary.	Within 30 minutes, after building is secured and instructional safety continues
Missing Child or Student Runaway	• Internal and camera searches are conducted. • Law enforcement and family of the individual child are notified. • A code may be initiated if appropriate. • Emergency responders dispatched if needed. • Situation documented for review.	Within 15–30 minutes, after an internal search and communication with law enforcement (if applicable)
Bus/Transportation Accident	• Transportation company notifies school via Bus Conduct Portal. • Emergency responders dispatched by bus company (if applicable). • School personnel contact parents of involved students (if applicable).	Within 30 minutes of receiving notification from the bus company, after confirming student safety and receiving emergency service updates

Pandemic or Public Health Emergency	• Guidance followed from Wisconsin Health Department. • Hygiene, isolation, or closure procedures are activated. • Communication is sent to families with health protocols, timelines, and any remote learning plans.	Within 24 hours, with follow-up communication as conditions evolve
Utility Failure (Gas, Power, Water)	• Utility issue is reported to administration and facilities. • The safety of remaining in the building is evaluated. • Evacuation or shelter-in-place if necessary. • Parents are notified if dismissal or relocation is required.	Within 30–60 minutes, after confirming impact, building safety, and operational status
School Closure	• Closure decision is made by leadership team. • Notification sent to families via text, phone, and ClassDojo. • Media outlets are updated (<i>Including TMJ4, CBS 58/Telemundo, Fox 6, and WISN 12</i>)	Within 15–30 minutes of leadership team decision

Weather Policy

La Causa Charter School may need to close due to inclement weather in winter months. The decision to close is made as early as possible and will be announced on our parent communication platform, ClassDojo, as well as on local television channels. When the school is closed prior to the start of the school day, all before and after school programming will also be cancelled.

Weather and Recess

All students are expected to participate in outdoor recess every day as part of the school nutrition policy. Please be sure to send your child with cold weather outerwear, which may include coat, hat, gloves or mittens, scarf, boots, or snowpants. Decisions to cancel outdoor recess will be made by school administration prior to a scheduled recess. Families should expect that their children will go outside in snow and cold weather.

Behavior Expectations

PBIS

The staff at La Causa Charter School believes that optimal student achievement in academics and behavior can be attained by 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. We offer three levels of support for all our students to succeed. The foundation of PBIS at La Causa Charter School consists of three building-wide expectations:

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

Strategies to support your child include earning ClassDojo points which can be redeemed in the school store, classroom-based incentives, PBIS field trips each trimester, being recognized for perfect attendance and good behavior, and more.

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 your child has a good night's sleep.
- Provide a quiet time and space for your child to do schoolwork.
- Stay connected 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 PTO meetings and other school activities as your schedule allows.
- Stay positive and be encouraged!
- Communicate with school staff to build understanding of your child's goals and strategies.
- If your child does not meet their goals, continue to have conversations about how to make better choices.

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 misbehavior occurs. La Causa 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.

La Causa Charter School follows the MPS Code of Conduct, Rights, Responsibilities and Discipline guidelines, as well as our own behavior matrix based on PBIS and restorative practices. Students are responsible for their own behavior and will:

- Follow all school and district behavior expectations and rules.
- 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 with others respectfully.
- 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.

Minor behaviors such as talking out of turn, uniform violations, cell phone use, and leaving the classroom without permission will be managed by the teacher. Consequences may include a loss of privilege, detention, letters of apology, and more.

Major behaviors that disrupt the learning of others include repeated minor violations, vaping/drug use, weapons, and sexual harassment are managed by school administration. Potential consequences may include loss of graduation, regular backpack checks or screening with a detection device, detention, out-of-school suspension, in-school suspension, and more.

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 according to the school behavior matrix up to and including suspension and central office hearings for expulsion at central office.

Minor Behaviors <u>Not</u> Affecting Student Learning	
Behavior	Definition
Skipping Class/Leaving Class without permission	Students are not in assigned location without permission or excuse, or leaving the classroom without permission.
Lack of Supplies	Repeatedly reporting to class without necessary materials such as books, laptop, etc.
Inappropriate Dress	Failure to wear appropriate uniform and/or inappropriate dress on dress down days (spaghetti straps, midriffs, holes in pants, etc.).
Inappropriate Personal Property	Possession of property prohibited by school rules such as any item that is not related to learning (lighters, toys, games, etc.).
Inappropriate use of electronics	 Capturing, distributing, sharing, and/or posting inappropriate materials using school issued devices. This also includes using social media outside of school hours that in turn disrupts the school environment or student safety, learning, and well-being.
Bullying	Deliberate, one-sided, repetitive behaviors with the intention of causing harm or intimidating (i.e., tripping, name calling, knocking items out of hands, etc.); targeting the same individual in which there is an uneven balance of power. Any physical contact results in automatic parent contact.
Fighting	Physical confrontation including slapping, hitting, shoving; no substantial disruption or injury took place; students are willing to mediate.
Profanity	Intentional use of profanity, profanity directed at group/individual, ribbing/insults directed at person, or making statements about protected class (i.e., ethnicity, gender, sexual identify, religion, or disability).
Theft	Taking property belonging to another individual including consumables or school property (headphones, school supplies, etc.).
Minor Behaviors Affecting Student Learning	
Substantial environmental disruption	Engaging in conduct that causes substantial disruption to teaching/learning (i.e., constant talking, yelling, chanting) after refusing initial redirections from staff.

Disorderly Conduct	Behaviors that cause a disruption – horseplay, verbal arguments, flipping desks/chairs with no injuries, temper tantrums, etc. Actions require teachers to stop instruction and address the behaviors.
Personal threat	Verbal threats, instigating a fight, or attempting to get others to join a fight.
Sexual Harassment	Unwelcomed sexual advances including explicit jokes, sexual graffiti, unwelcomed contact, pressuring for sexual favors.
Major Behaviors <u>Not</u> Affecting Student or Staff Safety	
Personal Threats	Threats used directly or indirectly toward someone in written form.
Sexual Assault	Intentional bodily contact of sexual nature (touching private parts under/over clothing) for sexual gratification with or without consent.
Sexual Harassment	Unwelcomed sexual advances, requests for sexual favors, or other verbal conduct of a sexual nature (i.e., unwelcomed physical contact or masturbation in front of others). Repeated overtime with interventions in place.
Possession of drugs/vapes	Possession of drugs/vapes but willing to allow item to be collected.
Major Behaviors Affecting Student or Staff Safety	
Inappropriate use of technology	Live streaming or recording an event on school device that is violent, illegal, or viewed as inappropriate in school setting; live streaming or recording an event sexual in nature while under supervision of school staff.
Bomb/Weapon/Arson Threats	Written or verbal threat of bomb/weapon/arson. Threat assessment must be conducted.
Endangerment of Physical Well-Being	Conduct that directly endangers the safety of others including but not limited to letting others into the building, purposely spitting on someone, pouring foreign objects in drinks or on surfaces, or any other action that would cause a code red.
Assault	A physical attempt to cause bodily harm to another person without making physical contact (i.e., hitting- fist in hand, lunging, fighting stance, kicking at a person, etc.).

Battery	Unprovoked/unanswered intentional physical contact without consent that causes bodily harm (point out/knock out, joining a fight, significant injury or requiring ER visit).
Fighting	Physical confrontation including planned fighting, refusal to mediate, or students that do not stop after staff intervention.

Restorative Practices at La Causa Charter School

Restorative practices offer an additional way to support students as they grow and learn by focusing on building positive, empathetic relationships and a strong sense of belonging, developing skills in conflict resolution and repairing harm, understanding accountability and responsibility, creating pathways for reintegration into the school community when harm has occurred, and promoting culture of inclusion and respect.

At La Causa Charter School, this looks like setting classroom, grade level, and school-wide norms for behaviors, explicit social-emotional instruction, classroom or grade level community circles, student reflection time with an adult, restorative chats to help students repair the harm, and behavior interventions such as Check-in/Check-out with an adult mentor, behavior goal setting, or buddy classrooms, among many other strategies. Restorative practices can reduce the amount of challenging behavior exhibited in school, improve physical and emotional well-being, build capacity to self-regulate, teach skills to navigate complex challenges, and become better citizens in school and beyond.

The staff and administration at La Causa Charter School will seek to apply restorative practices and consequences as well as Positive Behavior Interventions and Supports (PBIS) before moving to traditional approaches, depending on the severity of the behavior exhibited by a student.

	TRADITIONAL APPROACH	RESTORATIVE APPROACH
The role of authority	Establish which rules have been broken and who is to blame	Facilitate relationships, build community, and promote shared agreements
Students are expected to...	Comply with authority figures in pursuit of personal achievement	Be empathic, responsible members of a learning community with established shared agreements rooted in collected values
Relationships are...	Secondary to academic achievement and dependence upon a child's desire to have a relationship	Fundamental to all meaningful learning

In response to harm, the focus is on...	Placing blame and assigning punishment in response to rule violations	Helping students accept personal responsibility by understanding the impact of actions and repairing the harm caused
Conflict is...	A barrier to learning and an interruption to teaching, and should be resolved immediately or avoided	An opportunity to teach empathy, learn from our mistakes, and strengthen existing relationships
Change is expected to be...	Immediate	A process that takes patience and time

Milwaukee Public Schools 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. With this in mind, school staff, before writing a referral or issuing a suspension, will use a wide array of behavioral interventions and restorative practices to support students that are having behavioral difficulties that are not a direct threat to the safety of staff and students. Violations come with different consequences. Below are the four levels of disciplinary action. Each violation has a minimum and maximum level of disciplinary action.

LEVEL 1	At this level, the school staff conduct 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.
Conference/ Interventions	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.
LEVEL 2	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
Suspension	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. NOTE: Suspensions of students in grades K3–5 require approval of a regional superintendent.
LEVEL 3	Serious breaches of discipline are referred to by 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.
Referral to the District Department of Student Services	<i>Note: Suspensions of students in grades K3–5 require approval of a regional superintendent.</i>

LEVEL 4	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 time 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: - 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. - 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. <i>Note: This disciplinary level does not apply to students in grades K3–5 unless otherwise directed by state statutes.</i>
Recommendation for Expulsion	

Code of School/Classroom Conduct and Discipline Chart for Grades K3–12		ACTION LEVELS	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/repeated)
Attendance/Punctuality			
Skipping class	Failure to report to class without prior permission, knowledge, or excuse by school/parent/guardian	1	1
Learning Environment			
Chronic disruption or chronic violation of school rules	Repeatedly engaging in conduct that is disruptive to the school environment AND/OR interrupts learning or school activities. Multiple different interventions, documented in PLP classroom behavior AND communicated to the parent/ guardian 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	Failure to comply with the school-level dress code. Dressing in a manner that is unsafe and/or disrupts the learning environment. This includes but is not limited to clothing that promotes drugs, alcohol, or profanity.	1	1

Inappropriate personal property	Possession of personal property that interferes with the educational environment or interrupts learning or school activities, including but not limited to toys, toy guns, food, beverages, laser pointers, cell phones, electronic or communication devices, or any item used to cause disruption.	1	3
Inappropriate use of electronic communication devices	Engaging in non-educational activities in the educational environment, including but not limited to capturing, distributing, displaying, sharing, and/or posting of inappropriate images, videos, movies, and/or music from personal or school technology sources. Engaging in social media, texting, playing games, and/or streaming that disrupts the learning environment.	1	4
Leaving the classroom without permission	Leaving the classroom/learning environment without permission	1	1

Code of School/Classroom Conduct and Discipline Chart for Grades K3–12

ACTION LEVELS

Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/ repeated)
Substantial environmental disruption	Engaging in conduct causes a substantial disruption to the educational environment such that teaching, learning, and/or normal school operation cannot continue.	1	4

Physical Safety/Mental Well-Being

Attempted Battery	A physical attempt to cause bodily harm to another person without making physical contact.	2	3
Battery	Unprovoked intentional physical contact without consent causing bodily harm	4	4
Bomb threats	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, often repetitive behavior, involving an imbalance of power, that harms or intimidates 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 (physical or verbal) that directly and substantially endangers the physical safety or mental well-being of others. This includes but is not limited to making false reports of an active shooter, summoning/ bringing outsiders to the building to confront others or pointing out a student to be a victim.	3	4
Extortion	Forcing other people 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, 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 (including social media) threat to do bodily harm directed toward others	1	3
Possession/use of a weapon other than a firearm	Possessing, having under one's control, using, or threatening with a weapon (such as a BB or pellet gun, starter pistol, taser, pepper spray, knife, box cutter), explosive device, or any other object that, by the way it is used, is capable of inflicting bodily harm	4	4
Code of School/Classroom Conduct and Discipline Chart for Grades K3–12		ACTION LEVELS	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/repeated)
Physical Safety/Mental Well-Being <i>Continued</i>			
Possession/use of a firearm	Possessing, having under one's control, using, or threatening with a firearm that fires a projectile using gunpowder (pistol, shotgun, rifle, handgun, or another firearm)	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
Engaging in sexual activity	Engaging in sexual activity on school grounds or during school activities including, but not limited to, touching private body parts of another person (buttocks, groin, and/or breasts); and/or removing one's clothing to engage in sex	3	4
Sexual assault	Intentional bodily contact of a sexual nature that occurs without explicit consent	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
Property			
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 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 which minor damage can be repaired or replaced at no cost to the district	1	4
Code of School/Classroom Conduct and Discipline Chart for Grades K3–12		ACTION LEVELS	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/ repeated)
Controlled Substances			
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/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, THC in any form, or intoxicants. *Please see the "Administration of Medications" section in the <i>Parent/Student Handbook on Rights, Responsibilities & Discipline</i> regarding the administration of prescribed medications.	3	4
Use of tobacco, including chewing	Use of any tobacco product by a student Use/possession of any tobacco and/or nicotine products or vape pen	1	2

ClassDojo

La Causa 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.

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, administrators, parents or guardians and students can share information safely, securely, and privately. Examples of information include upcoming classroom events or field trips, points a student earns 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 invitation 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 the photo release form.

Infinite Campus Parent Portal

Parents can take an active role in their child's education by creating a Parent Portal in the student information system of the school, Infinite Campus. You can access Infinite Campus on a computer or a cell phone. Parent Portal allows you 24-hour access to view your child's homeroom teacher and class, schedules, attendance, transportation information, grades, immunization records and district messages.

To create your Parent Portal account, please bring a picture ID to the school office to verify you are the child's legal guardian, and we can help you set up your account.

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?

Standard-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-establishing 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 to provide parents with 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 do each of the grades in the 4-point scale represent?

You cannot really compare a traditional grading system to standards-based grading. It is like comparing "apples to oranges."

- A score of (4/Advanced) 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/Proficient) would indicate that a student has independently achieved the standard. The student demonstrates mastery of the standard.
- A score of (2/Basic) 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/Minimal) would indicate minimal understanding of a standard. The student shows limited evidence of understanding the standard.

Is it possible to achieve a grade of 4/Advanced?

Yes, it is. However, a score of (4/Advanced) indicates performance that is consistently above what is expected for mastery at that point in the school year. Level 4/Advanced 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.

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

If a student receives 1/Minimal 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 Minimal or Basic, 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 supported by research.

How will I know if my child needs help?

Receiving a Minimal or Basic 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.

Homework Policy

Students may receive homework on a daily or weekly basis. Homework is designed to be an extension of classroom activities and learning that has already occurred. Homework may include worksheets, reading a book, practicing manipulatives, or completing online tasks in a digital curriculum. Homework is not graded and should be completed by the child independently. Teachers will communicate homework and homework expectations via Class Dojo and notes sent home. Please share your questions or concerns with your child's teacher.

Technology and Device Policies

The mission of the 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.

Device Purpose

La Causa Charter School provides technology to support student learning. School devices are educational tools and must be used responsibly. It is not intended for gaming, social networking, or high-end computing. Devices remain the property of La Causa Charter School.

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.

Devices will be assigned early in the school year and will remain in your child's classroom. Parents must initial the Summary of Agreements of this handbook, which indicates they understand the technology responsibilities, before any device can be issued to or used by a child.

Students may lose technology privileges or receive school consequences for misuse.

- Use devices for school purposes only.
- Handle devices carefully.
- Keep food and drinks away from devices.
- Report damage immediately.
- Keep passwords private.
- Use school email appropriately.
- Avoid inappropriate websites, games, videos, or messages.
- Follow teacher directions for technology use.

Computers Available For Family Use

The school has two computers that are available for families to use located in our Parent Conference Room. Families can call the front desk at 414-316-3800 to schedule a time to come in and use a computer. There is no charge for this service. If you need to print documents, there is a small charge per page as follows:

Type of Copy	Number of Copies	Price per Page Copied
Standard Black ink on white paper provided by the school.	1 - 20	\$.15
Standard Black ink on white paper provided by the school.	21 – 100	\$.10
Standard Black ink on white paper provided by the family member.	1 – 100	\$.05
Standard Color ink on white paper provided by the school.	1 – 20	\$.25
Standard Color ink on white paper provided by the school.	21 – 100	\$.20
Standard Color ink on white paper provided by the family member.	1 – 100	\$.15

Family Technology Acceptable Use Policy

This document outlines La Causa Charter School expectations of student use of technology.

Responsible Use

It is important to maintain a family dialogue about educational, recreational, and social use of the laptop/tablet and other devices your student may access. While on LCCS grounds, laptops/tablets are connected to a network that is filtered for

inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. **Remember, laptop/tablet use is continually monitored by the LCCS IT team.**

Care and Maintenance

Students are responsible for the general care of their laptop/tablet. The devices are designed for school use and should be treated with care. Below are our recommendations and precautions:

- Treat your laptop/tablet as you would any valuable electronic device.
- When not being used, devices should be stored securely in the charging cart.
- Do not place anything on the screen, and be gentle with the keyboard, trackpad, and ports.
- Do not add stickers or markings to the device.
- Do not eat or drink near the device.
- Avoid extreme heat or cold.
- Report any damage to your teacher immediately.
- Do not place or store your device on the floor.
- Accessing inappropriate content is subject to disciplinary action.

Educational Resources

Your student will receive an LCCS student ID number that is used to access the device and educational apps. Your child may use these tools for a variety of purposes in classroom assignments. All Office 365 apps and LCCS email can be accessed from any device or computer with an internet connection.

Technology Security

It is important to LCCS that we keep all student information secure and safe. Part of that security is to make sure that students keep their account information safe, including password and account protections.

- Each student is assigned a password that will allow them to log into their device.
- Students should not share their passwords with other students, families, or friends.
- If the student has lost or forgotten his or her password, please contact the student's teacher.

Email and Email Etiquette

- Each student is assigned a secure LCCS email account and password.
- Students should only use email for internal communication between students and staff.
- **LCCS will not tolerate the use of profanity or the sending of explicit and/or sexual content via the LCCS email servers.**
- Users must not bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying") via email or any other medium.

****Any violation of the above email and email etiquette guidelines will result in immediate email suspension, revocation of technology privileges, and disciplinary up to and including suspension.*

Firewall

Each device is equipped with a firewall. This firewall is set in place to keep students safe from cyber-attacks or accessing inappropriate content inside and outside of the classroom and campus.

****Please be aware that if a student bypasses this firewall LCCS will not be able to fully protect students from accessing inappropriate content and disciplinary actions will be exercised.*

Cell Phone and Personal Electronic Equipment Policy

We at La Causa Charter School understand the importance of parents being able to stay connected 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 information carefully with your child.**

- Cell phones, Air pods or other personal electronic devices, including Smart Watches, **must not be used during the school day.**
- Cell phones, Air pods or other personal electronic devices must always remain off or on silent in your book bag or in classrooms. They are not to be in your pocket, clipped to your belt or pants or otherwise on your person.
- School-issued headphones/ear buds will be used for academic purposes only. Teachers will inform students when they will be allowed for instruction. Air pods cannot be used for educational purposes.
- 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 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 calls or texts a family member to pick them up from school without speaking with a teacher, nurse, or administrator they will be subject to disciplinary action.
- **Family members should not contact students on a cell phone during school hours.** If a student is seen using a cell phone, Air pods or other personal electronic devices, school personnel will confiscate it.
 - **First time offense**— the cell phones, Air pods or other personal electronic devices 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, Air pods or other personal electronic devices will be confiscated. A parent or guardian must pick up the item at the end of the day and be fined a \$10 fee. The student will not be allowed to pick it up.
 - **Third time offense** — the cell phone, Air pods or another personal electronic device will be confiscated and fined \$5 per week until picked up at the end of the trimester.

If your cell phone, Air pods, headphones, or other personal electronic devices are lost or stolen, La Causa Charter School, Milwaukee Public Schools, and all other school personnel will not be considered responsible.

Student Artificial Intelligence Use Policy

Artificial intelligence, or AI, may support learning when used correctly and when allowed by the teacher. AI should not replace a student's own thinking, reading, writing, creativity, effort, or problem-solving. Students may only use AI when the teacher allows it.

AI platforms may include but are not limited to ChatGPT, Gemini, Claude, Canva AI, Grammarly, Google AI tools, Translation Tools, AI image generators, and AI writing assistants.

Students May Not:

Submit AI work as their own.

Copy and paste AI answers without permission.

Use AI on tests or quizzes unless allowed.

Use AI to avoid reading, writing, or thinking for themselves.

Enter private student, family or staff information into AI.

Use AI to bully, impersonate, embarrass, or target others.

Before Using AI, Students Should Ask:

- 1. Did my teacher allow AI?**
- 2. What level of AI use is allowed?**
- 3. Am I still doing the thinking to get this work completed?**
- 4. Can I explain my work?**
- 5. Did I protect private information?**
- 6. Did I tell my teacher I was using AI?**

Items from Home Are Not Permitted

Students are not allowed to bring items from home to school at any time. Items from home are subject to theft or breakage by other students and pose a substantial disruption to learning. Items that are not permitted include things like cell phones, toys, Pokémon cards, blankets, sunglasses, hats, stuffed animals/plushies, pets/live animals, air pods, excessive jewelry, sports equipment like basketballs or volleyballs, etc. This is not an exhaustive list.

Any item deemed inappropriate by the administration will be confiscated and may not be returned to the student. If a student has a medical need to bring an item to school that cannot be provided by the school, a parent/guardian must provide medical documentation, renewable each year, if 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). Failure to pay fines will result in them not being permitted to check books out of the library until such time as fines are paid.
- *Eighth grade students who owe fees may not be able to participate in the graduation ceremony until library fees are paid.*

Unpaid Invoice and Student Participation Policy

Families are expected to pay school invoices by the due date. Invoices include before or after school programming costs, damages to technology, damages to school property, etc. Unpaid invoices may affect student participation in activities, including:

Sports

Lock-in

Before School Program

Graduation related activities

After School Programs

End of year activities

Clubs

A student may participate once the balance is paid in full or once an approved payment plan has started. Required classroom instruction and required academic services will not be denied because of unpaid invoices. Families experiencing financial hardship should contact the school as early as possible to discuss payment plan options or administrative review.

School Board Policy of Milwaukee Public Schools on Weapons and Other Criminal Offenses

La Causa Charter School adheres to Milwaukee Public Schools Administrative Policy 8.23 regarding weapons in school and other criminal offenses. This means that all individuals — including, but not limited to, all employees, volunteers, students, visitors, and the personnel of contractors or subcontractors — from possessing firearms while on school property, while transporting students, or at school-sponsored events, unless that individual is a sworn law-enforcement officer or agent. Furthermore, students possessing dangerous weapons while traveling in a school zone or on school property shall be immediately suspended, and the police shall be called. Disciplinary action shall also be taken against students involved in criminal offenses other than weapons possession and use. Conduct that violates this section includes serious gang activity, battery, extortion, robbery, sexual assault, arson, bomb threats, possession or ownership and use of illegal drugs or alcohol, possession with intent to distribute illegal drugs or alcohol, and hazing.

La Causa Charter School Student Responsibility

Please be sure to read this page with your children

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.

Photo and Video Release Form

I hereby grant permission to the staff of La Causa, Inc., or designee, 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, the school, or the district.

_____ Yes, I do give permission for my child to be photographed or videotaped.

_____ No, I **do not** give permission for my child to be photographed or videotaped.

Name of Student	Grade/Teacher
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_____ Printed Name of Parent/Guardian

_____ Signature of Parent/Guardian _____ Date

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

Failure to sign and return this form within one week of enrolling your child will be interpreted as a tacit agreement to allow all photography and videography at all school-related events.

One form must be returned for each child. Hard copies are available at registration and the front office.

Summary of Agreements 2026 - 2027

Upon completion of reading the Family Handbook in its entirety, parent/guardian must read and initial each item below. This form is a copy of your records; hard copies will be available at registration and at the front desk.

_____ I have received a copy of the Family Handbook for the 2026 - 2027 School Year. I have read and agree with the information and rules stated in this handbook.

_____ I have read the parent/student compact and understand a hard copy will be provided at Meet the Teacher Night.

_____ I have read and understand the Uniform Policy.

_____ I have read and understand the School Board Policy of Milwaukee Public Schools on Weapons and Other Criminal Offenses and understand the consequences of inappropriate conduct on school grounds.

_____ I have read and understand the Technology and Device Policy.

_____ I have read and understand the Cell Phone and Personal Electronic Equipment Policy, and the Items from Home Policy.

_____ I have read the Photo and Video Release.

_____ I have reviewed the relevant information in this handbook with my child.

Failure to sign and return the signature page within one week of enrolling your child will be interpreted as tacit agreement to all information enclosed in this handbook.

_____	_____
Name of Student	Grade/Teacher

Printed Name of Parent/Guardian	
_____	_____
Signature of Parent/Guardian	Date

This signed form must be returned to the school.