



WILLIAMSBURG COLLEGIATE

# Student and Family Handbook 2014-15

Williamsburg Collegiate Charter School

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*To prepare each student for college*

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*Please note that additions and changes to school policies and this Handbook may be added during the year through correspondence with students and/or families.*

## THE SCHOOL

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### *An Overview*

Williamsburg Collegiate Charter School (WCCS) opened its doors to an inaugural group of 75 students in grade 5 in August 2005. In 2012-13, WCCS expanded to include a full middle and high school, with Uncommon Charter High School (UCHS), serving over 500 students in grades 5-12. Our school is based on one of the most successful charter middle and high schools in the country, Boston Collegiate Charter School (formerly known as South Boston Harbor Academy Charter School). Boston Collegiate has fulfilled its college preparatory mission and has seen 100% of its graduating seniors earn acceptance to college, and we saw the same results last year with our first class of UCHS graduates. WCCS is joined by its sister schools in Brooklyn—Kings Collegiate Charter School which opened in 2007, Bedford Stuyvesant Collegiate Charter School which opened in 2008, Brownsville Collegiate Charter School which opened in 2009, Brooklyn East Collegiate and Ocean Hill Collegiate, which opened in 2010.

## OUR MISSION AND VISION

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### *Williamsburg Collegiate Charter School*

#### Our Mission

The mission of Williamsburg Collegiate Charter School is to prepare each student for college.

#### Our Vision

We have a clear vision of how Williamsburg Collegiate students will conduct themselves, both when they first enter our school and when they graduate. In class, we expect Williamsburg Collegiate students to SLANT (Sit up, Listen, Ask and Answer questions, Nod for understanding, and Track the person speaking to them). In school, we expect Williamsburg Collegiate students to be respectful, responsible, and kind and to understand that through their efforts, they will achieve. In life, we expect Williamsburg Collegiate students to be contributing members of their community and society as readers, writers, mathematicians, scientists, and historians.

We know a college education will help open up endless possibilities for our students. We expect our students to live our values: to be mindful of others, achieving in their studies, professional in their actions, and prepared to work hard.

Finally, we want to redefine expectations for the quality of education possible at an urban public school and for what our graduates can achieve.

# RESPONSIBILITY AND ACCOUNTABILITY

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*Students, Parents, and Teachers*

## PHILOSOPHY

The choice to send your child to Williamsburg Collegiate was a precious one, and one that demonstrates your high hopes and expectations of your child, yourselves, and us. We share those dreams with you, and are committed to making them a reality as we prepare your child for college. But we cannot do it without you.

Williamsburg Collegiate is based on shared responsibility and accountability. As students, families, and teachers, we each must fulfill our responsibilities and we each must be held accountable for doing so. What does this mean?

For students, it means we are going to expect a lot from you. Just like your responsibilities at home—cleaning your room or doing the dishes—and just like the responsibilities you’ll have when you get older—voting in an election or serving on a jury—you’ll be expected to do certain things and behave in certain ways as a Williamsburg Collegiate student, as you prepare for college. You are expected to act respectfully towards all fellow students and all staff and make positive contributions to the school community. You are expected to attend school daily and punctually, ready to actively participate in all classes. You are expected to complete all homework assignments fully and well, and work productively in tutoring and Homework Detention. Finally, you are expected to accept all consequences of your behavior.

For families, it means we are going to expect a lot from you as well. Along with those countless and seemingly endless responsibilities you carry as parents, we also expect you to do certain things as a Williamsburg Collegiate family. Like your child, you are expected to act respectfully to all members of our school community. You are expected to ensure that your child arrives daily and punctually, ready to actively participate in all classes. You are expected to oversee your child’s completion of all homework assignments, support tutoring and detention. Finally, you are expected to require your child to fully accept all consequences of their behavior.

For teachers, it means we continue to expect a lot from ourselves. Along with the daily responsibilities we carry as educators, we also expect ourselves to do certain things and behave in certain ways as Williamsburg Collegiate teachers. We, too, are expected to act respectfully to all members of our school community. We are expected to prepare engaging, demanding lessons in all of our classes every day, to assign and evaluate appropriate homework assignments each night, to provide regular tutoring, and to assign students to Homework Detention and Saturday School when required. Finally, we expect to be held accountable for our behavior as teachers dedicated to the mission of preparing each WCCS student for college.

For all of us, the Family Accountability Contract, reprinted on the next two pages, represents some of the most important responsibilities for being a member of the WCCS community. For students, the Contract makes you aware of what being a WCCS student is all about. For families, the Contract identifies your important role in the life of your child and that of the school. We all have responsibilities to meet. In exchange for what students and families do, we promise to provide students with a safe and orderly environment in which they’ll enjoy studying and learning and we promise to prepare each student for college. It’s not a complete list of what needs to be done. We’re sure we’ll all have more to do. But it gives a clear idea of your vital role as families...and what it will take to make this year a successful one for your child.

**Williamsburg Collegiate Charter School**  
**FAMILY ACCOUNTABILITY CONTRACT**

**ATTENDANCE**

- I will ensure that my child comes to school every day on time to begin school at 7:45 AM.
- I understand that if my child is absent more than 10 days of the school year, he or she will be in jeopardy to repeat his or her current grade.
- I understand that my child is expected to make up all work missed from both excused and unexcused absences.
- I understand that the school day ends at 4:00 PM (or 1:30 PM on Wednesdays), but my child may be required to stay until 5:00 PM (or 2:00 PM on Wednesdays) if he or she has earned double detentions
- I agree to make alternative transportation plans if my child is not dismissed until 5:00 PM (or 2:00 PM on Wednesdays).
- I understand that my child will not be permitted to enter the building before 7:15 AM.

**HOMEWORK**

- I agree to check my child's homework daily to ensure that it is complete.
- I understand that my child will be required to participate as required in Homework Detention if he or she does not complete assigned homework or completes homework that does not meet classroom standards.

**CODE OF CONDUCT**

- I agree to promote and support the rules of behavior as outlined in the Student and Family Handbook, and accept responsibility as a partner in my child's learning.
- I understand that my child will be required to serve a silent Detention during his or her lunch period if he or she commits a detention-level infraction.
- I understand that it is my child's responsibility to notify me if he or she earns a Detention.
- I understand that my child may be suspended if he or she misses or refuses to serve a Detention.
- I understand that while my child is in school, he/she is not permitted to use, or carry with him/her, cell phones, iPods, music players, video game players, or other electronic devices. My child will have the opportunity to drop off electronic devices in the morning before school starts and pick them up again at the end of the day.
- I understand that the school will not be responsible for any lost or stolen items, including electronic devices.

**PROMOTION POLICIES**

- I understand that my child needs to pass all 5 core academic classes in order to be promoted to the next grade.
- I understand that my child will be automatically retained if he or she fails 1 or more core academic classes.
- I understand that my child will be that if my student misses more than 10 days of school, he or she will be in jeopardy of retention.
- I will ensure that my child attends Saturday School if required by the school, if he or she is in danger of failing the state exam in Math or English Language Arts, if he or she is failing one or more classes as of the first progress report, or if he or she is failing one or more classes for the year on any subsequent progress report or report card.

**STUDENT DRESS POLICY**

- I will ensure that my child comes to school in the school uniform purchased through the school via Lands' End, according to the guidelines listed in the Student and Family Handbook.
- I understand that if my child comes to school out of uniform, he or she may not be permitted to attend class, may need to wait for the appropriate dress to be brought in from home, and/or may receive school consequences for needing to borrow school uniform items.

## **FAMILY SUPPORT**

- I agree to support my child's academic work by communicating regularly with my child's teachers and advisor, by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences.
- I agree to pick up my child's report card at the Family-Teacher Conferences.
- I agree not to send soda, candy or gum to school with my child since students are not allowed to have these at school.
- I agree to respond to phone calls from any school staff member promptly.
- I agree to bring up any concerns or issues with the school in a timely, solutions-oriented way.

## **WHO WE ARE**

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*Faculty and Staff*

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**H**ere are some of the people you'll be seeing at the school during the year:

**Alexandra Bronson, Dean of Curriculum Instruction**

**Victoria Chatfield, Art Teacher**

**Cole Farnum, Math Teacher**

**Heather Franklin, Math Teacher**

**Daniel Grimes, History Teacher**

**Edwin Gonzalez, Writing Teacher**

**Elizabeth Gyves, Reading Teacher**

**Ryan Hall, Director of Operations**

**Rebecca Hughes, Special Education Co-Department Lead**

**Kirby Jarrell, Reading Teacher**

**Julie Kennedy, Managing Director, Uncommon Schools  
NYC**

**Shana King, Writing Teacher**

**Adam Koneman, Special Education Co-Department Lead**

**Brooke Lamerton, Science Teacher**

**Lauren Latto, Reading Teacher**

**J.T. Leaird, Principal**

**John Lee, Special Education Teacher**

**Amanda Markey, Math Teacher**

**Shannon Marriott, Science Teacher**

**Julia McKenna, Math Teacher**

**Matthew McLaughlin, Math Teacher**

**Megan Milas, Science Teacher**

**Beth Miller, Writing Teacher**

**Jami Olivier, Physical Education Teacher**

**Brett Peiser, CEO, Uncommon Schools**

**Dara Ratchford, Math Teacher**

**Gretchen Reifeis, Special Projects Coordinator**

**Anne Rudnick, History Teacher**

**Kerry Salvatierra, Reading Support Coordinator**

**Virginia Speciale, Special Education Teacher**

**Sumit Som, Science Teacher**

**Andrew Sundberg, Dean of Students**

**Jennifer Syed, Special Education Teacher**

**Lauren Tinkoff, Reading Teacher**

**Michelle Uziel, History Teacher**

**Michael Vuolo, Special Education Teacher**

**Kemy Wahpepah, History Teacher**

**Kimberly Watson, Social Worker**

## Board of Trustees

The school is governed by a Board of Trustees that brings community, educational, and professional perspectives to maintaining a viable and thriving school. Members of the Board of Trustees include:

<b>Full Name of Individual Trustees</b>	<b>Position on Board (Officer or Rep).</b>	<b>Voting Member</b>	<b>Area of Expertise &amp;/or Additional Role</b>
John Greenstein	Treasurer	Yes	Finance
Bob Howitt	Trustee	Yes	Finance
Eileen Shy	Trustee	Yes	Program/Organization Management
Linton Mann III	Chair	Yes	Legal
Julie Kennedy	Trustee	Yes	Program
Stuart Linde	Trustee	Yes	Finance
St. Claire Gerald	Trustee	Yes	Parent Representative; Organization Management
Ian Sacks	Trustee	Yes	Finance
Ekwutozia Nwabuzor	Trustee	Yes	Legal



# CODE OF CONDUCT

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*High Standards for Academics, High Standards for Behavior*

## **Introduction**

Williamsburg Collegiate Charter School (the “School”) is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement. Students whose behavior does not meet the School community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the School can happen. We cannot overemphasize the importance of providing a strong discipline policy that every student and family knows and understands. Students and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our student Code of Conduct. The School reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable law and regulations.

## **Definitions**

For purposes of the code, the following definitions apply:

- 1) “School” is the school that is charged with the responsibility of ensuring a safe environment and an atmosphere of learning.
- 2) “Parent” means the parent, guardian, or person in parental relation to a student.
- 3) “School property” means on or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public school, or in or on a school bus, as defined in Vehicle and Traffic Law §142. (Education Law §11[1]).
- 4) “School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).
- 5) “School function” means any school-sponsored extra-curricular event or activity. (Education Law §11[2]).
- 6) “Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).
- 7) “Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- 8) “Emotional harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.
- 9) “Employee” means any person receiving compensation from a school or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).
- 10) “Gender” means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law §11[6]).
- 11) “Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
- 12) “Harassment/bullying” means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that
  - (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
  - (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or

(c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or  
(d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law §11[7]) Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived membership in the following groups including, but not limited to:

- (a) race
- (b) color
- (c) weight
- (d) national origin
- (e) ethnic group
- (f) religion
- (g) religious practice
- (h) disability

- 13) “Cyberbullying” means harassment/bullying, as defined above, through any form of electronic communication.
- 14) “Dignity for All Students Act (DASA) Coordinator” means a staff member or staff members designated by the School to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
- 15) “Violent student” means a student who does any of the following:
- a. Commits an act of violence or uncontrolled behavior upon a school employee, or attempts or threatens to do so.
  - b. Commits, while on school property or at a school function, an act of violence or uncontrolled behavior upon another student or any other person lawfully on school property or at the school function, or attempts or threatens to do so.
  - c. Possesses a weapon while on school property or at a school function.
  - d. Displays what appears to be a weapon while on school property or at a school function.
  - e. Threatens to use a weapon, facsimile or replica of any type weapon, while on school property or at a school function. In determining whether a threat exists, the victim’s perception shall govern.
  - f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
  - g. Knowingly and intentionally damages or destroys school property.
- 16) “Weapons” include, but are not limited to:
- a. a firearm as defined in 18 USC § 921 for purposes of the Gun-Free Schools Act,
  - b. any other gun, rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, mock gun, spring gun, BB gun, or paint ball gun;
  - c. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
  - d. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
  - e. a sandbag or sandclub;
  - f. a slingshot or slungshot;
  - g. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nin-chuck, or shirken;
  - h. an explosive, including but not limited to, a firecracker or other fireworks;
  - i. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;
  - j. an imitation gun;
  - k. loaded or blank cartridges or other ammunitions; or
  - l. any other deadly or dangerous instrument.

However, pursuant to the intent of this School policy, administrators will have discretion in identifying any of these potentially dangerous implements as a weapon.

### **Prohibited Student Conduct**

Students may be subject to disciplinary action, up to and including suspension and/or expulsion from school, for the following conduct:

1. **Engaging in Insubordinate and/or Disorderly Conduct.** Examples of insubordinate and/or disorderly conduct include, but are not limited to:

- 1.1. **Violating the Dress Code:** Students out of uniform are expected to accept and wear loaned uniform items provided by the School. Parent(s)/guardian(s) may be required to pick up children who are not properly dressed for school/refuse to use loaned items, bring the missing Dress Code items to the school, or authorize the student to return home to retrieve the necessary items as students may not be permitted to attend class. Violations of the dress code also may result in additional disciplinary consequences.
- 1.2. **Arriving to Class Unprepared:** When class begins, students must be prepared and have all necessary materials (UCHS planner, books, organized binder, paper, pen, pencil, etc.). Students who lose or damage their UCHS planner are required to purchase a new planner from the school within one week of the loss/damage.
- 1.3. **Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
- 1.4. **Arriving Late to School or Class:** Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school, class or required instruction.
- 1.5. **Cutting School, Class, Detention, Homework Center, Saturday School, Summer School, or Mandatory School Events:** Students are required to attend all academic and enrichment classes, assigned detention or other consequence, assigned Homework Center, assigned Saturday School, assigned Summer School, and mandatory school events. Students are not permitted to have unexcused absences or to leave the school building without permission.
- 1.6. **Misbehaving on School-Provided Transportation:** Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including the school bus. Please note that students are subject to temporary or permanent denial of school-provided transportation (in which case students and parent(s)/guardian(s) are responsible for travel to and from school) in addition to other consequences. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the bus driver's instructions.
- 1.7. **Misbehaving Inside or Outside of Class:** Misbehavior inside or outside of class at school and/or on school grounds, while participating in a school-sponsored activity, and/or riding on school-provided transportation is not permitted. Students may not engage in any willful act inside or outside of school that materially and substantially disrupts the normal operation of the school community.
- 1.8. **Disrupting Class and Preventing Teaching:** The School can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not interfere with or disrupt class or the educational process.
- 1.9. **Being Disrespectful toward a Staff Member or His/Her Designee(s):** The School cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the School.
- 1.10. **Lying to a Staff Member or His/Her Designee(s):** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth.
- 1.11. **Failing to Comply with the Lawful Directive(s) of a Staff Member or His/Her Designee(s):** Failing to comply with the lawful directives of teachers, school administrators, other school employees, or their designee(s) is unacceptable.
- 1.12. **Being Disrespectful toward a Student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students.
- 1.13. **Using Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, lewd, vulgar, coarse, or degrading language or gestures (including racial epithets, sexist or homophobic remarks).
- 1.14. **Selling, Using or Possessing Obscene Material:** Students may not sell, use, or possess obscene material. Students may not use electronic devices (personal or school-provided) to access obscene material.
- 1.15. **Failing to Submit a Required Signature:** Students are required to secure the signature of a parent/guardian on homework assignments or school forms when requested.
- 1.16. **Forgery:** Students may not forge a signature.
- 1.17. **False Identification:** Student may not use or possess false identification.
- 1.18. **Running outside the Gymnasium:** Running in the School's hallways, stairwells, classrooms, Cafetorium, and other non-gymnasium spaces is dangerous and is prohibited.
- 1.19. **Making Unreasonable Noise:** Students are not permitted to make unreasonable noise at school.
- 1.20. **Gum, Food, and Beverages:** Students may not chew gum at school. Students may not eat or drink at unauthorized times or places at school.
- 1.21. **Spitting or Littering:** Students may not spit or litter on school grounds, or at school-sponsored or school-sanctioned events.
- 1.22. **Obstructing Vehicular or Pedestrian Traffic:** Students are not permitted to obstruct vehicular or pedestrian traffic on or adjacent to school property.
- 1.23. **Blocking Access to any Part of the School Building:** Students are not permitted to block access to any room or part of the school building.

- 1.24. **Creating a Hazardous or Offensive Condition:** Students may not create a hazardous or offensive condition at the school or at school functions.
  - 1.25. **Trespassing:** Students may not trespass or enter into a private or restricted area at the School or at a school function without permission.
  - 1.26. **Possession of Inappropriate Property:** While at school or at a school function, students cannot possess beepers, walkmen, CD players, iPods, MP3 players, cell-phones, cameras, laser pointers, electronic equipment, games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. Such items will be confiscated until an adult family member comes to the school to retrieve it at a time designated by the school administration. Students may also face in-school and/or out-of-school consequences for violating the school's policies by bringing such an item to school. Items which are repeatedly brought to school in violation of this policy may be confiscated for the remainder of the year irrespective of any costs or fees students and/or their families may incur as a result. A parent and/or guardian may retrieve an inappropriate item which has been confiscated from their child at a mutually convenient time agreed to by the Dean of Students and/or the Instructional Leader.
  - 1.27. **Defamation:** Students may not defame others by making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them through any medium, while at school or at a school function. Students also may not defame others outside of the School, if there is a reasonable likelihood that this defamation will materially and substantially disrupt the work and discipline of the School.
  - 1.28. **Cheating, Plagiarism, or Copying Other's Work, or Allowing Others to Copy Work:** Cheating is unacceptable. Cheating, includes, but is not limited to:
    - a. copying the work of another person,
    - b. looking at the test booklet/materials of another person during an examination,
    - c. plagiarizing materials,
    - d. using unauthorized help sheets or materials,
    - e. illegally obtaining tests in advance,
    - f. substituting for a test-taker or having someone substitute for you in a test
    - g. altering records,
    - h. other forms of authorized collusion, or
    - i. assisting another student in any of the above actions.
  - 1.29. **Gambling:** Gambling or betting is not tolerated.
  - 1.30. **Failing to Comply with School-Imposed Consequences:** Students must comply with school-imposed consequences, including but not limited to detention, mandatory tutoring, Saturday School, Summer School, school service, suspension from school/school event, restriction from a particular school space or activity and/or temporary or permanent denial of school-provided transportation.
  - 1.31. **Unauthorized Materials/Sales:** Students may not distribute or post any written material, pamphlets or posters at the School or at a school function without the prior written approval of the Instructional Leader or the Instructional Leader's Designee, or as specifically approved by the Board of Trustees. Students may also not sell any items or services at the School or at a school function unless they are participating in a school-approved fundraiser for a school-approved event, club, or student council.
  - 1.32. **Body Art/Tattoos:** Students with body art or tattoos must keep them fully covered and hidden while on school property or at a school function.
2. **Engaging in Conduct that Endangers the Safety, Morals, Health, or Welfare of Self or Others.** Examples of such conduct include, but are not limited to:
- 2.1. **Presence in School Space without Supervision:** Students may not be in any school space that is not being supervised by a UCHS staff member.
  - 2.2. **Theft, Loss, or Destruction of Personal or School Property:** Students may not steal, lose, vandalize, or damage the property of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the School for lost, damaged, or stolen property.
  - 2.3. **Mistreatment or Inappropriate Use of Technology or School Property:** Students must treat computers, printers, and other technology with care. The School does not tolerate attempts to access the School's files or other inappropriate uses of technology or the internet. Students do not have the right to use school computers to access chat rooms or email or to

access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students are prohibited from using school telephones. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members. Students must not mistreat other school property.

- 2.4. **Violating the Civil Rights of Others:** Students may not violate the civil rights of others.
- 2.5. **Harassment/Bullying and Discrimination:** The school is committed to providing its students and staff with an educational and working environment that is safe, secure, promotes respect, dignity, equality and is free from harassment/bullying and discrimination. The school prohibits harassment/bullying and discrimination on school grounds, school buses, and at all school sponsored activities, programs and events, including those taking place off school property.
- 2.6. **Sexual Harassment:** Students may not engage in sexual harassment as defined by the School's Sexual Harassment Policy. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of a student's right to a fair and equal educational opportunity; submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting such student; or such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment. Conduct is deemed to be sexual harassment when it consists of unwelcome conduct of a sexual nature. Sexual harassment is not dependent upon the alleged harasser's intention. This applies to both in-person and written/graphic (electronic or otherwise) harassment. A copy of the School's Sexual Harassment Policy can be requested from the Main Office.
- 2.7. **Engaging in Sexual Activity or Inappropriate Touching:** A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.
- 2.8. **Lewd Behavior:** Students may not engage in lewd behavior.
- 2.9. **Hazing:** Students may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
- 2.10. **Gang Membership:** Students may not engage in gang-related behavior (e.g. wearing or displaying gang apparel, writing graffiti, making gestures or signs) . In determining whether the behavior is gang-related, school officials may consult with the Office of School and Youth Development's Gang Unit.
- 2.11. **Using or Possessing Drugs or Alcohol:** Students may not use, exchange or possess any non-prescribed controlled substance, unauthorized or illegal drug, controlled substances, alcohol or drug paraphernalia or counterfeit or look-alike drugs.
- 2.12. **Selling or Transferring Drugs or Alcohol:** Students may not sell, exchange, distribute or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance .
- 2.13. **Using or Possessing Tobacco Products:** The use of tobacco is banned. Students may not use or possess cigarettes, cigars, chewing-tobacco, other tobacco products or lighters or matches.
- 2.14. **Selling or Transferring Tobacco Products:** Students may not sell, distribute, or possess with intent to sell or distribute cigarettes, cigars, chewing-tobacco, other tobacco products or lighters or matches.
- 2.15. **Selling, Using, Possessing, or Exchanging a Weapon:** Students may not sell, use, possess or exchange a weapon .
- 2.16. **Possession or Release of Dangerous or Noxious Substances:** Students may not possess or release any dangerous or noxious substance(s) .

3. **Engaging in Violent, Disruptive, and/or Threatening Conduct.** Examples of violent, disruptive, and/or threatening conduct include, but are not limited to:

- 3.1. **Committing a Physical or Emotional Act of Violence on Self or Others:** Students may not cause physical injury of other students, school personnel or their designee(s), or any other person on school property. Students cannot engage in conduct that has the potential of resulting in violence on school property. Students can be disciplined for actions that threaten harm to themselves or others.
- 3.2. **Fighting or Unwanted Physical Contact:** The School's students may not fight with other students from the School or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated. This applies to students when they are within the school building, attending school sponsored events, and/or traveling on school buses.
- 3.3. **Playfighting, Threatening, Bullying, and/or Intimidating:** Playfighting and/or the use of threats or intimidation threaten the safety of the community. Students may not playfight, threaten, bully, or intimidate others either through language or behavior. This applies to students when they are within the school building, attending school sponsored events, and/or traveling on school buses.
- 3.4. **Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object:** Students may not possess, display, use or threaten to use a weapon. No student shall bring a firearm on any portion of any school premises owned or

controlled by the School in a Violation of the Gun-Free Schools Act of 1994. In accordance with Gun-Free Schools Act of 1994, as amended, any student who, after discipline procedures are followed, is found guilty of bringing a firearm onto any school premises owned or controlled by School will be subject to a penalty of at least a one year suspension from school. However, in determining an appropriate penalty, the Instructional Leader may modify the suspension requirement on a case-by-case basis, considering among other things, the totality of circumstances surrounding the offense and the student's previous record.

- 3.5. **Committing Arson:** Students may not commit arson or create an unauthorized open flame on school property or at a school-sponsored or sanctioned event.
- 3.6. **Setting Off a False Alarm or Making a Threat:** Students may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher, or make a destructive threat at the School or at a school function without valid cause.

Along with the above list, the following is a list of student infractions that may lead to consequences like demerits, automatic detention, or another consequence per the school's Code of Conduct. Infractions include, but are not limited to issues relating to the following:

- |   |  |  |
|---|--|--|
| A. Needing a Non-Verbal Teacher Redirection           | P. Tardy to class                                  | GG. Disrespect- sucking teeth  |
| B. Tapping /drumming                                  | Q. Tie missing/undone                              | HH. General Disrespect   |
| C. Turning around in class                            | R. Shirt color/type                                | II. Disrespecting school property  |
| D. Playing with one's hair and/or distracting oneself | S. Untucked shirt                                  | JJ. Passing note (with or without inappropriate language)  |
| E. Leaning on desk/slouching/dozing                   | T. Pants type                                      | KK. Dramatic disruption  |
| F. Calling out  | U. Belt missing/color                              | LL. Lying to a staff   |
| G. Not tracking/paying attention                      | V. Skirt length/color                              | MM. Name calling- no profanity   |
| H. Gum and/or food in hallways/class                  | W. Shoes color/type                                | NN. Cursing (including or excluding hate language)   |
| I. Side comment or talking                            | X. Buttons undone                                  | OO. Horse playing or play-fighting in class, school, on school-related transportation, or during a school-sponsored activity |
| J. Tapping desk/chair of another student              | Y. Sweater/Cardigan color/pattern                  | PP. Inappropriate phone-use  |
| K. Head down/ dozing off                              | Z. Hat/hood on                                     | QQ. Other behaviors deemed inappropriate by school staff   |
| L. Overly loud/ disruptive in hallway                 | AA. Headband/Hair Accessory size/distraction       |  |
| M. Forgot Class Materials                             | BB. Jewelry size/distraction                       |  |
| N. Forgot ID Card                                     | CC. Dressed Down Improperly                        |  |
| O. Tardy to school                                    | DD. Repeated behavior committed after correction   |  |
|   | EE. "Talking back"/arguing after warning/violation |  |
|   | FF. Disrespect- rolling eyes                       |  |

Students are expected to always respond respectfully to the authority and direction of school staff and consequences will be issued when disrespect is evident. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, smacking lips or sucking teeth, making inappropriate remarks or sounds in response to a request, walking away from a staff member before a conversation is over, talking back to a staff member, or questioning a staff person's action or authority. These sorts of disrespectful responses will almost always increase the severity of a consequence.

**Dignity Act Coordinators**

The following are the Dignity Act Coordinators for the 2014-2015 school year:

- 1. JT Leaird, Principal

**Reporting and Investigation Complaints of Harassment/Bullying and Discrimination**

School employees who witness harassment/bullying or discrimination, or receive an oral or written report of such acts, must promptly orally notify the principal, superintendent, or the DASA Coordinator not later than one school day after the employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or the DASA Coordinator no later than two school days after making an oral report. The principal, superintendent or the DASA Coordinator

will lead or supervise the thorough investigation of all reports of harassment/ bullying and discrimination, and ensure that the investigation is completed promptly after receipt of any written reports.

When an investigation verifies a material incident of harassment/bullying or discrimination, the superintendent, principal, or DASA Coordinator will take prompt action, reasonably calculated to end the harassment/bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

The principal, superintendent, or DASA Coordinator will notify promptly the appropriate local law enforcement agency when it is believed that any harassment/ bullying or discrimination constitutes criminal conduct.

Retaliation by any school employee or student is prohibited against any individual who, in good faith, reports or assists in the investigation of harassment/bullying or discrimination.

### **Disciplinary Penalties and Procedures**

Students who are found to have violated the School's Code of Conduct may be subject to the following penalties, either alone or in combination with one another:

- 1) Oral warning
- 2) Written warning
- 3) Written notification to parent/guardian
- 4) Conference with parent(s)/guardian(s)
- 5) Confiscation
- 6) Detention
- 7) Exclusion and/or removal from a particular class or event
- 8) Suspension from transportation
- 9) Suspension from cafeteria, commons, library, social, athletic, after-school, field trip, extracurricular, or other activities or privileges
- 10) In-school suspension
- 11) Short-term suspension (ten days or less) from school
- 12) Long-term suspension (more than ten days) from school
- 13) Expulsion from school

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties may consider, among other things, the student's prior disciplinary record.

### ***Physical Restraints***

In an emergency, a school administrator, teacher, school employee, or volunteer may use a physical restraint or time-out room as necessary to maintain order or to prevent a student from harming him/herself, other students, and school staff or property. Parents will receive notification if your child is physically restrained or accesses the time out room.

### ***Detention***

Teachers, the Instructional Leader, the Operations Leader, other school personnel, and their designee(s) may use after-school as a penalty for violations of the Code of Conduct.

If a student commits any of the following infractions, the student may receive a demerit, may receive detention or extended-detention, or may receive another consequence per the school's Code of Conduct. Infractions include, but are not limited to:

- Disrespecting a fellow student
- Disrespecting faculty, staff, or other member of school community
- Disrespecting school property
- Disrespecting school rules, including chewing gum, being sent out of class, being out of uniform, and failing to return a signed progress report or report card the day after distribution
- Having an untucked shirt or incomplete uniform
- Having a missing or incomplete homework assignment
- Arriving late to school or class
- Disrupting class

- Talking in the hallway or at inappropriate times
- Being unprepared for class
- Horse playing or play-fighting in class, school, on school-related transportation, or during a school-sponsored activity
- Other behaviors deemed inappropriate by school staff

Students are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, smacking lips or sucking teeth, making inappropriate remarks or sounds in response to a request, walking away from a staff member before a conversation is over; talking back to a staff member, or questioning a staff person's action or authority. Such disrespect will not be tolerated, and demerits, detentions, and other consequences will be issued appropriately.

If a student is required to leave a classroom due to their behavior, that student will receive an automatic detention at a minimum and meet with the Dean of Students or his/her designee who will determine if further consequences are necessary.

Students earning three demerits or an automatic detention during the course of a school day will be required to serve detention during lunchtime or Basecamp or during recess on Wednesdays from 1:00. Students reaching six demerits (an automatic detention counts as three demerits) during the course of a school day will be sent out of class to the Dean of Students' office for an immediate phone call home and may have additional consequences. Students earning excessive detentions during the school week may face escalated consequences, including but not limited to the removal of school privileges such as recess or Basecamp and a mandatory parent conference to create a student behavior plan for improvement.

### ***Suspension from Transportation***

Students who do not conduct themselves properly on school transportation may have their riding privileges suspended by the Instructional Leader and/or Operations Leader or their designee. In such cases, the student's parent(s)/guardian(s) will become responsible for seeing that his or her child gets to and from school safely.

### ***Short Term In-School Suspension or Short Term Suspension from School (10 days or less)***

When the Instructional Leader and/or Operations Leader or their designee (referred to as the "suspending authority"), such as a Dean of Students, proposes to impose in-school suspension or suspend a student charged with misconduct for ten days or less, the suspending authority must provide notice and the opportunity for an informal conference. However, the student may be removed from class and/or school immediately if the student's presence in school poses a continuing danger to persons or property or is an ongoing threat of disruption to the academic process. In the event that you child is suspended from school, you or a trusted designee, are expected to pick up your child within the timeframe stated by the Instructional Leader or Dean of Students.

After the conference, the Instructional Leader and/or Operations Leader or their designee shall advise the parent(s)/guardian(s) in writing of his or her decision. If the parent(s)/guardian(s) are not satisfied with the decision of the Instructional Leader and/or Operations Leader or their designee, they may file a written appeal to the Board of Trustees via the Instructional Leader and/or Operations Leader within five business days of the date of the Instructional Leader's or Operations Leader's or their designee's decision. The appeal to the Board will be handled by the Board's designee, currently the School's Managing Director from Uncommon Schools. Only final decisions of the School may be appealed to the Commissioner of Education within 30 days of the decision.

### ***Long Term In-School Suspension or Long Term Suspension from School (more than ten days)***

When the Instructional Leader and/or Operations Leader or their designee determines that a suspension for more than ten days may be warranted, the student may be removed from class and/or school immediately if the student's presence in school poses a continuing danger to persons or property or is an ongoing threat of disruption to the academic process. The Instructional Leader and/or Operations Leader or their designee shall give reasonable notice to the student and the student's parent(s)/guardian(s) of their right to a fair hearing.

At the hearing, the student shall have the right to be represented by counsel or advocate (at the student's/parent's expense), the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf. The Board's designee, currently the School's Managing Director from Uncommon Schools, shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him/her. A record of the hearing shall be



maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Board's designee. The report of the hearing officer shall be advisory only, and the Board's designee may accept all or any part thereof.

If the parent(s)/guardian(s) are not satisfied with the decision of the Board's designee, they may file a written appeal to the Board of Trustees via the Instructional Leader or Operations Leader within five business days of the date of the decision of the Board's designee. The Board may adopt in whole or in part the decision of its designee and will make its decision based solely upon the record before it. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

### ***Expulsion***

Expulsion is reserved for extraordinary circumstances, including but not limited to circumstances where a student's conduct posed or continues to pose a danger to the safety and well-being of other students, school personnel, or any other person lawfully on school property, attending a school function, or on school-provided transportation. The procedure for expulsion shall be the same procedure set forth for long-term suspension.

### ***Discipline of Students with Special Needs***

The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The School also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. In the event that your student with a disability is suspended for more than 10 school days, you are entitled to a Manifestation Determination Review at the Committee on Special Education. You may contact the Special Education Coordinator for further details.

### ***Student Searches***

The School authorizes the Instructional Leader and/or Operations Leader or their designee to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the School's Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the School's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the school code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. The School exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials.

## Student Dress Code

In order to improve the school's educational environment, promote a more effective climate for learning, foster school unity and pride, and allow students to focus solely on learning and not on attire, the school has a dress policy for students that applies to school days and school-sponsored events.

All shirts must contain the school's imprinted logo. The school uniform can be purchased directly through Lands' End by calling 1-800-469-2222 or visiting their website at [www.landsend.com/school](http://www.landsend.com/school). You will need to reference the Preferred School Number for Williamsburg Collegiate Charter School which is **9001-0436-5**.

<b>Item</b>	<b>Style/Name</b>
• Boy's Pants	Uniform Chino
• Boy's Shirts	Long sleeve, French blue Oxford with WCCS logo
• Girl's Pants	Uniform Chino
• Girl's Shirts	¾ sleeve, French blue Oxford with WCCS logo
• Girl's Skirts	Uniform Long Chino Skirt

**Lands' End is the only acceptable vendor through which to purchase school shirts and pants. Please refer to the exact item names when ordering on your own.** Students who do not follow the guidelines will receive an automatic detention.

### *Daily Dress*

#### BOYS

- French blue, long sleeve, Oxford-style dress shirt with WCCS logo (Lands' End)\*
- Navy blue crew or V-neck sweater, sweater vest, or cardigan
- Khaki-colored dress pants (Lands' End)
- Tie
  
- Brown or black shoes, loafer or lace-up style only\*\*
- Brown or black belt (required)

#### GIRLS

- Light blue, ¾ sleeve, dress shirt with WCCS logo (Lands' End)\*
- Navy blue crew or V-neck sweater, sweater vest, or cardigan
- Khaki-colored dress pants (Lands' End)
- Khaki-colored skirt (Lands' End), knee-length, worn with white or navy tights or knee socks
  
- Brown or black shoes, loafer or lace-up style only\*\*
- Brown or black belt (required)

\*We encourage all students to wear plain white or navy blue T-shirts underneath their Oxford-style dress shirts. If a student wears another color shirt under their uniform shirt, it must not be visible.

\*\*Only traditional loafer or lace-up style shoes are permitted, to be worn with dark colored socks. Work boots and platform shoes are not permitted; heels should be no higher than one inch. Open-toe shoes and sandals are not permitted at any point during the year, nor are shoes that look like sneakers.

When students enter the school building, they must be in the proper uniform. They cannot change into the school uniform upon arrival or tuck their shirts in only after getting to class. Students also may not change out of their uniform before dismissal. Doing so may result in a demerit or detention. Students who attend school events at night – on school grounds or otherwise – are expected to be properly dressed, either in the school uniform or as young professionals. This includes never wearing hats inside.

At all times during the school day – including afterschool – shirts must be tucked in. Students who do not have their shirts tucked in will be given a demerit.

Students whose uniform does not adhere to any of the above guidelines will receive an automatic detention. Repeated disregard of the dress policy will involve the Principal or his/her designee and the student's family.

### *Hats, Hair, Jewelry, Nails, and Tattoos*

Once students enter the school building, the wearing of hats, headwraps, bandanas, or kerchiefs is not permitted unless it is in accordance with religious observation. Hats worn in the school building will be confiscated.

Dyed hair or a hairstyle that serves as a distraction – at the determination of the school – will not be permitted.

Any tattoos – small or large – must be covered at all times. Fingernails should not be or potentially be a distraction to others. Simple polish is acceptable.

Finally, jewelry should be appropriate for a professional, school setting and may not serve as a distraction to others or it will be confiscated. Medium- or large-sized chains must stay inside a student's shirt and any face or tongue piercing must be removed before entering school. In addition, boys may not wear earrings. Students who do not adhere to these guidelines will not be permitted to attend class.

### ***PE Uniforms***

On PE days, students must arrive to school in a full uniform, but should wear a collegiate t-shirt as an undershirt under the uniform shirt. Students will be given a drawstring bag to be left at school. Inside the bag, students should keep one pair of all white or all black sneakers with no logo; one plain grey sweatshirt and one stick of deodorant.

Students will carry this bag with them on PE days only. At PE class, students will be given time to change into their sneakers and take off their uniform shirts. All students will stay in the uniform khaki pants. Changing into other pants or shorts will not be allowed. After PE class, students will be expected to change back into full WCCS uniform.

Families are expected to purchase one pair of sneakers that can be left at school, one plain grey sweater that can be left at school, additional sticks of deodorant or a different kind. Students may not use any perfumes, colognes, or body sprays like Axe, etc.

## IN THE CLASSROOM

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### *Student Expectations and Classroom Procedures*

#### ATTENDANCE POLICY

It should go without saying that students can only be successful if they are present and prepared in school every day. At WCCS, excessive absences will not be tolerated. If a student is absent **with or without excuse** for more than 10 days of the school year, it may affect your child's promotion to the next grade. Every 10 absences, a student will lose passport points, which will affect their ability to participate in WCCS activities and trips.

Parents and guardians are expected to call the school as early as possible but no later than 7:30 AM if their child will not be attending school for any reason. Earlier, written permission is both welcome and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voice mail if necessary. If a student is not in homeroom and the school has not been notified that he or she will be absent, his or her parent or guardian will be called at home and/or work. In phone calls, voice mails, and notes, please leave or list your child's name, your relationship to the child, and the reason for and date(s) of the child's absence.

All questions regarding student attendance and attendance records should be directed to the school's Office Manager.

A student is considered absent with excuse when the student's family has contacted the school regarding student illness, family emergency, or religious observance. All other absences will be considered unexcused, including but not limited to, family vacation, participation at sports tournaments, attendance at entertainment events, or when the family has not contacted the school with a satisfactory reason.

Work will not be provided in advance of unexcused absences, and may not be provided even in advance of excused absences. Any class work, homework, projects, quizzes, or exams – including midterms and finals – missed during those absences will be counted as a zero and cannot be made up.

If prior notification had not already been provided, upon the student's return to school from an absence, whether it is the next day or on some day after, the student is required to bring a signed note from his or her parent or guardian explaining in detail the reason for the absence. If a student made a medical visit, a note from his or her doctor is required in lieu of the parent note.

Since repeated absences means missing class, and missing class affects academic achievement, excessive absences will result in lower class grades since part of a student's grade is based on his or her performance in class. Therefore, it is imperative that students are at school, on time, every day.

If a student is absent for the first five days of school, or at least five consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that student will lose his or her seat at WCCS and will be considered un-enrolled from the school.

Students who are absent from school cannot attend school sporting events, dances, or any other school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

#### *Snow Closings*

In the event of poor weather conditions such as heavy snow, please listen to your local television or radio stations, or call 311, for relevant information regarding school cancellation. Williamsburg Collegiate Charter School follows the exact same cancellation policies as New York City Public Schools so if New York City Public Schools are closed, so is Williamsburg Collegiate.

## **LATENESS**

Late students who arrive at school should go to the Main Office to sign in and drop off their homework in the homework bins, before proceeding to their classroom. Students late to school who arrive at least five minutes after a class period has started will need to leave their belongings in the Main Office so as not to disrupt the class. Lateness due to NYC Department of Education busing will not be held against the student, but a parent will need to call the school to inform the Main Office that the student left on time for school.

Excessive lateness will not be tolerated. Students who are late will be issued a detention upon arrival for the first 5 incidents. Every 5 incidences of lateness per semester (the first two quarters or last two quarters) will be counted as one absence in Passport Point reduction. Additional mandatory family meetings with the Principal will also be scheduled.

## **EARLY DISMISSAL POLICY**

Unless a parent or guardian has contacted the school in advance and provided a written note to the school explaining the situation, and the school has granted permission, no student will be dismissed early from school. In addition, the parent or guardian must sign the student out with the Main Office before removing the student from school grounds. Students will not be dismissed unless the parent or guardian has physically come to the Main Office.

In order to minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible, but no later than 7:45 AM of the day of the early dismissal. We also ask that doctor and dentist appointments be limited to non-school hours to avoid students missing class time.

Families are encouraged to consider the class period start and ending times when determining early dismissal requests. In order to minimize disruptions, students cannot be dismissed in the middle of a class period.

The school will record students who are dismissed from school for more than two full class periods as absent. The school will record students who are dismissed from school for up to two full class periods as present but dismissed early.

Students who repeatedly miss the same classes as a result of early dismissals may be required to make up missed class time and may earn full-day absences as a result. Every 5 incidences of early dismissal per semester will be counted as one absence. Additional mandatory family meetings with the Principal will also be scheduled.

## **HOMEWORK AND EXAMS**

### Homework Detention

Each student is expected to complete all of his or her assigned homework on time every day.

All homework is collected before school begins at 7:45 AM each day. If a student does not satisfactorily complete his or her assigned homework, he or she may be required to go to Homework Detention. In Homework Detention students will be provided with a quiet work space to complete the next night's homework. Teachers will review with students at the start of the year the exact format they should use to complete their homework.

### Homework Hotline

If a student is absent, or is present but did not copy down or would like to check his or her assignments, he or she can call the school after 5:00 PM to listen to the current day's homework assignments on the school's voice-mail system. We also encourage all families to call the Homework Hotline in order to check the day's assignments. Please note that the school expects each student to write down his or her homework in each class, each day, in his or her organizer. Without any guarantees, the school will do its best to ensure that the voice mail is continuously accessible and reflects the most current list of assignments.

## Exams and Quizzes

If a student is absent with excuse for a test or interim assessment, he or she should be prepared to make it up on the day he or she returns, unless the teacher has made alternative arrangements. If a student is absent without excuse, he or she may not be able to make up the test or interim assessment, and zeroes may be factored in to the student's grade. If a student is suspended and misses a test or interim assessment, he or she will be required to take the exam so teachers have critical information about student performance but the student will not receive grade credit. Interim assessments and final exams give our teachers important information about the academic progress of our students, so it is essential that each student in our school takes every interim assessment and final exam.

## **STUDENT SUPPLIES**

While this is certainly not a complete list of everything students need to be successful at Williamsburg Collegiate, the following is a list of supplies all students are expected to have by the first day of school:

- professional backpack/book bag (no drawstring backpacks)
- independent reading book (chapter book)
- two sharpened pencils

Students do not need to buy their own binders since the school will provide each student with an individual organizer (trapfolio) to hold materials for each core academic class. Students will also be provided with a homework folder. For the physical education class, the school will provide a t-shirt to each student to wear for the period.

The school will distribute a specific calendar/organizer that will help students keep track of assignments and when assignments are due.

Please make sure that the above items are purchased by the first day of class. Families may purchase other supplies for students to use at home, but the school will provide any supplies needed during the school day unless otherwise requested by the school over the course of the year.

Student book bags and backpacks should look professional and be reflective of the scholarly effort and hard work we expect from all students.

We encourage all students not to bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Students who bring inappropriate items to school, including, but not limited to, toys, hats, music players, iPods, video game players, laser pointers, beepers, pagers, and cell phones, will have such items confiscated.

WCCS will supply necessary books for all classes. In the case that a student loses their trapfolio or a WCCS book, he or she will need to pay the school \$5 for the loss.

## SAMPLE STUDENT SCHEDULE

*Note: This is a sample schedule only. For each student, times, schedule, and course offerings may vary.*

If we want students to learn more, we need to expect them to spend more time learning. Our longer school day and longer school year afford students this very opportunity. The typical WCCS student follows this sample schedule:

7:15-7:45	Breakfast		
7:45-8:00	Morning Advisory 1	Morning Advisory 2	Morning Advisory 3
8:00-8:30	Guided Reading	Science	Reading
8:30-9:00	Math		
9:05-9:35		Reading	Science
9:35-10:05		Science	Flex Block (Gym, Theater, Tutoring)
10:05-10:35			
10:35-11:05			
11:10-11:40	Writing	History	Guided Reading
11:40-12:10			
12:10-12:45	Lunch		
12:50-1:20	Flex Block (Gym, Theater, Tutoring)	Math	Writing
1:20-1:50			Flex Block (Gym, Theater, Tutoring)
1:50-2:20	History		
2:20-2:50	Guided Reading		
2:50-3:20	Reading	Writing	History
3:20-3:50			
3:50-4:00	Dismissal		
4:00-5:00	After School		

Wednesday Schedule			
7:15-7:45	Breakfast		
7:45-8:00	Advisory 1	Advisory 2	Advisory 3
8:00-9:00	History/Writing	Science/Reading	Math
9:03-10:03	Science/Reading	Math	History/Writing
10:06-11:06	Math	History/Writing	Science/Reading
11:09-12:09	Flex Block (Gym, Theater, Tutoring/Stretch)		
12:12-12:43	Afternoon Advisory		
12:45-1:15	Lunch		
1:15-1:30	RECESS		

*\*Please note, staggered dismissals, announcements, or other factors could add 5-10 minutes to these dismissal times. Regular dismissal for students is 4:30 PM unless they have earned double detention or are required to stay for afterschool tutoring.*

As shown on the schedule, each advisory follows a different schedule. A student's regular school day begins four times per week at 7:45 AM with Advisory for 15 minutes. A student will have a half hour of Guided Reading (5<sup>th</sup> and 6<sup>th</sup> graders) or Book Club (7<sup>th</sup> and 8<sup>th</sup> graders). During Guided Reading, teachers will read and students will listen to a book chosen by the grade-level teachers. 7<sup>th</sup> and 8<sup>th</sup> graders will need to read at home, and during Book Club, they will have extended discussion based on the reading. Wednesdays are early-release days for students. Each Friday concludes with a 55-minute Base Camp which includes a variety of songs, academic and enrichment presentations, awards, and announcements that remind every member of the Williamsburg Collegiate community of their purpose, value, and responsibilities.

Students take six core academic classes every day. Each class is 60 minutes in length. Students have a 30-minute lunch period each day. Students who have earned detention will serve it during lunchtime.

An hour long flex block will take place within a student's schedule, which consists of a rotation between several classes. Once a week, your child will have an hour of gym and an hour of theater. Two days a week, your child will either be selected for one hour of tutoring or a stretch class. Students will be placed in tutoring based on their IA scores, data and teacher observations. Stretch classes will be similar to elective classes. However, the teacher will choose the subject, and can be a wide range of classes, such as typing, volunteer services, or a foreign language. From 4:00-5:00, students may choose an optional art, dance or sports class.

Any students who have earned a second hour of Detention will serve their second hour after school from 4:00 PM to 5:00 PM. Families must make alternative transportation arrangements if their child is required to stay at until 5:00 PM.

### ***Advisory Groups***

Students at Williamsburg Collegiate Charter School each have an assigned Advisor. The Advisor is responsible for checking in daily with students and helping students achieve their best. While students should feel free to speak with any of their teachers about difficulties or challenges they encounter in or out of class, their Advisor is the person who is most aware of their particular needs. The Advisor also speaks with parents or guardians periodically to report on specific academic and behavioral progress. Families are strongly encouraged to call their child's Advisor when calling with any questions or family information.

During afternoon advisory, students double check their agendas, listen to announcements, file flyers and letters into their family correspondence folder.

## **ESSENTIAL SCHOOL/STUDENT PROCEDURES**

### **Arrival**

- Students need to arrive between 7:15 AM and 7:45 AM in order to turn in homework and join their advisory by 7:45 AM.
- To enter the school building, students must a) have an independent reading book and their homework folder in their hand and b) firmly shake the Principal and Director of Operations' hands, look them directly in the eye, and offer a morning greeting.
- Students should proceed directly to the cafeteria where they should a) place their completed HW assignments in the appropriate subject bins, b) drop their book bags off in their designated advisory space, and c) take their place on line to get breakfast.

### **Homework Collection**

- The first students to arrive in the morning lay out the HW collection bins in the assigned locations.
- Each advisory has a specified table or portion of a table.
- Bins are labeled for each subject for each advisory group.
- As students enter the cafeteria, they go directly to these tables and turn in their assignments.
- Pencils and pens may only be used for writing names at this time, not completing assignments.
- Late students check in with the Office Manager and leave their HW in the bins outside the Main Office.
- No work is accepted directly from a student later in the day.

### **Breakfast**

- After turning in homework, students place their bags at their advisory's designated spot against the wall.
- Students line up on the breakfast line to pick up their tray of food.
- Students return to an assigned seat with their advisory and read while sitting silently.
- Students raise two hands to ask to use the bathroom and wait to be dismissed by one of the WCCS staff monitoring breakfast.
- Students must stay in their seats unless given explicit permission otherwise.
- At 7:40 AM, the Dean of Students will indicate that it is time for specific students to "hop" advisory tables.
- Students are expected to leave their tables as clean or cleaner than they found them.
- At 7:45 AM, Advisors will line up students and prepare to start the day.



## Lunch

- Students are dismissed from their class to line up for lunch.
- Students place their portfolios in a line along the wall of their fourth period room in preparation for their fourth period class.
- One student designee retrieves and carries down a milk crate with any student lunches from home.
- Students are escorted silently downstairs by their teacher.
- Students get on line for lunch.
- Once students have received their trays, they go immediately to their assigned seat at their table.
- Students stay in their seats unless given explicit permission to do otherwise.
- Students raise two hands to be excused to ask to use the bathroom and one hand to ask for anything else.
- Students excused to use the bathroom line up at the end of the cafeteria. A WCCS teacher then dismisses them to go in small groups.
- At the end of lunch, students throw away their trays and check their areas for garbage.
- Students are excused table by table to line up to return upstairs.
- Teachers escort students silently upstairs to their next class.
- Students who receive a detention report to the detention room where they will eat lunch.

## Afterschool Electives

- Students select their afterschool activities at the beginning of the first and third quarter. Each semester ends with a public presentation of what students have mastered and learned.
- A variety of classes is offered and occurs after dismissal from 4:00-5:00.
- Electives will not begin on the first week of school. We will send out flyers to families informing them of the classes that students can sign up for.

## Hallway Transitions/Bathroom Policy

- Students transition from class to class in a silent, straight line.
- At the end of class, a student may request a bathroom pass.
  - These students travel to the fourth floor, leave the pass with the staff member monitoring the bathrooms, and retrieve it on their way back upstairs. These passes are then returned to their next teacher.
  - Students using the restroom have five minutes between leaving class and arriving at their next class. They are still expected to arrive at class on time and will receive a demerit if they are late.
  - Unless there is an emergency, the bathroom may not be used during class periods, or during post-lunch or afternoon advisory clean-up. Students that go to the bathroom during class will receive a demerit.
- Other students travel directly from their last class to their next class and get on line for their next teacher. Students wait silently on line until invited into class by the teacher. Students shake their teacher's hand and offer them an appropriate greeting.

## “OFF the MAPP”

- If a student earns his or her fourth detention in one week, that student is immediately taken “OFF the MAPP.” When a student earns a fourth detention:
  - The student is immediately sent to the office to receive an OFF shirt
  - The student's parent/guardian is notified that the student is OFF the MAPP.
  - The student's family must come to school to meet with the Dean of Students (or the Dean's designee) to discuss the situation.
  - At this meeting, the Dean of Students will explain that the student must stay at school every day until 5:00 PM until he/she earns his/her way back onto the MAPP. To earn their way back onto the MAPP, the student must go two days in a row without earning a detention. If they do earn detention while OFF, the two days start over again.
  - The student is then escorted to the next class to sit in a separate, designated area.
- When OFF students arrive at breakfast, they are to immediately put their homework in the bin and check in with the Dean of Students. They will eat breakfast separately.

- OFF students will walk upstairs with the Dean of Students (and not their Advisory) and will line up outside their Advisory classroom.
- Each OFF student will have a designated chair in each room where he/she is expected to sit.
- While OFF the MAPP, students are still expected to:
  - participate and be actively engaged in class;
  - complete all class work and homework; and
  - adhere to all of the behavioral expectations of class.
- Other students may not talk to any OFF students during class or hallway transitions. If any students do talk – or distract an OFF student – they will receive an automatic detention.
- OFF students may not leave class until explicitly excused, at which time they must travel silently to their next class. OFF students should line up at the end of their Advisory’s line outside their next classroom.
- OFF students do not participate in Enrichment activities but instead go directly to detention.
- OFF students stay in detention each day until 5:00 PM until they earn their way back onto the MAPP.
- OFF students eat lunch in detention.
- OFF the MAPP continues until the OFF student has two perfect days without earning a detention.
  - If student earns the equivalent of at least three (3) demerits over the two days, the OFF process begins once again. (For example, if a student earns two demerits one day and one demerit the next or one automatic detention.)
- At the end of two days without earning a detention, the student is welcomed back into the Collegiate community.

## **AFTERSCHOOL TUTORING/SATURDAY SCHOOL**

At WCCS, we hold high expectations for all students. We do this by instituting supports for all students and through procedures and programs that supplement our regular 7:45 AM to 4:00 PM school program. The two primary components of our supplemental programs are our Flex Block tutoring that provides support in all core subjects, and Saturday School.

### ***Flex Block Tutoring***

Students whose performance demonstrates a need for extra help or tutoring – especially those new to the school – in any of the core academic subjects of English, Math, History, or Science, may be required to take tutoring during the Flex Block rather than participate in a stretch class. All students will have Gym and Theater once a week respectively. The other days of the week, students will be divided into tutoring and stretch groups. These groups will be based upon standardized exams such as the MAPP assessment and state exams, ongoing internal assessments, progress reports, and report cards, teachers identify students in need of supplemental services. The most important thing for the school is that students are prepared to succeed in their classes, and that they receive the supplemental support they need to reach that goal.

Advisors, along with the Principal or his/her designee, contact families to inform them of the school’s supplemental services, and they maintain frequent contact with families regarding student progress.

### ***Saturday School***

While some students find academic success during the regular school week, some students continue to require supplemental support on Saturday. WCCS’s Saturday School program focuses on skills development, and has as its goal that all students are able to reach our school’s high academic standards. This supplemental program is available to all students who need it and is a required part of school for students in danger of failing the New York State Exams for Math and/or English Language Arts.

Saturday School is held from 9:00 AM – 1:00 PM on most Saturdays during the academic year and is staffed by WCCS teachers and outside tutors. Teachers and tutors provide support and instruction to address each student’s academic weaknesses and help to develop those habits necessary for academic success. Saturday School provides an opportunity for additional instruction time focused on developing basic literacy and math skills. Additionally, students may have the opportunity to complete weekend homework or read collectively or independently.

Students who do not attend Saturday School will be marked absent from a day of school, and this absence will count toward the maximum of 10 absences for the year. A family conference with the Principal may also be scheduled.

## CLASSROOM BEHAVIOR AND EXPECTATIONS

Students should use their quiet, professional, inside-the-school-building voices when walking and talking in the hallways or other parts of the building. During the beginning of the school year and later on at the discretion of the school, students will be silent during breakfast and lunch. However, students will be able to earn the privilege of talking quietly and professionally during lunch as the year progresses.

Prior to entering a classroom, students are expected to line up in an orderly single line along the wall outside their rooms. Students should wait until all preceding students have left the room, and their teacher has shaken their hand and invited them in to sit down. Students will keep their book bags stored in their homeroom and travel from class to class with their trapfolios. The trapfolio should only contain students' homework folder, notes/class work folder, independent reading book, pencils, and any materials required for class by their teachers.

Since all materials are contained in the trapfolio, students do not need to carry their book bags from class to class. Students are expected to be in their seats when the bell rings, not just in their classroom. Students should remain in their seats at all times unless given permission to move by the teacher. Every student is expected to actively participate in class work through participating in the discussion or activity, taking notes, and following the lesson. At all times, students are expected to have with them an outside reading book, which they can take out if they have completed the work assigned by the teacher.

Students are not allowed to have any food or drink in class. Students may have a clear water bottle, but they may not have any drink other than water with them. Students should never walk around the school with food or drink – including before school begins or after school ends – or walk around the hallways with a straw or anything else hanging out of their mouths. In addition, no student is ever allowed to have his or her head on his or her desk at any point during class. Students should never lean back in their chairs or put their feet up on school furniture.

Students failing to follow these expectations, including being late to class or not in their seats when the bell rings, may receive a demerit or detention as a result.

Once students are settled into class, three items will always be on the board:

1. **Do Now.** In each class, the teacher will place on the board a brief “Do Now” problem or activity that students should begin completing as soon as they take their seats.
2. **Agenda and Lesson Objectives.** After completing the “Do Now” activity, students should be prepared to write down the day’s agenda and lesson objectives.
3. **Homework.** Students should expect between 1½ hours and 2 hours of homework per night, including weekends and holidays. Homework will be assigned each day in each class. The homework assignment will be posted on the board, and students should record the homework assignment into their schools planners at the end of each class period.

During class, students should understand that there are certain necessary procedures that must be in place in order for effective learning to take place. These include:

1. **SLANT.** Students should always be mindful of SLANT while in class. SLANT is an acronym for expected classroom behavior, **S**it up straight, **L**isten, **A**sk and answer questions, **N**od for understanding, and **T**rack the speaker.
2. **Raising Hands.** Students should know that if they would like to participate in class discussions, they should raise their hands to offer a question or comment. Students are never allowed to call out of turn in any of their classes and are never expected to leave their seats without the teacher’s express permission to do so (including to throw trash away, to get a tissue, or to sharpen a pencil). Sometimes a teacher will expect the entire class to answer a question in unison but only when the teacher starts the question with “Class?” or “Everybody?”.
3. **Eating.** Students should know that there is no eating during classes other than during snack time. In an effort to promote nutritional awareness, soda is not permitted before school, during school, and after school. Confiscated soda or other food items will not be returned. We encourage all students to practice healthy eating habits for breakfast, lunch, and snacks.

4. **Gum Chewing.** Students should know that there is no gum chewing in the building at any time. Any student chewing gum will be issued an automatic detention for disrespecting school rules. Students who repeatedly disregard this rule face more serious consequences or loss of privileges.
5. **Bathroom Procedures.** Students should know that the bathroom may not be used during class periods, or during post-lunch or afternoon advisory clean-up. Students will have sufficient opportunities during the morning and afternoon in-between class breaks to use the bathroom.
6. **Independent Reading Book.** Students are required to have with them, at all times during the day, an independent reading book.
7. **Taking Notes.** Teachers will review with students at the beginning of each year the format students are expected to use when taking notes in class.

At the end of each class, teachers will assign a class rubric score and refocus the students for their next class. Classes earn a rubric score based on their preparedness for class, participation, and overall behavior. Scores range between 0 and 4. (If the homework was not already assigned, it will be after the rubric score has been announced.)

Students are dismissed at the discretion of their teacher, which may not necessarily be when the bell rings. No student should leave his or her seat or class until instructed by their teacher. Finally, since teachers' classes are sometimes videotaped for internal instructional development, students may be occasionally and incidentally videotaped during the normal course of a lesson.

## **MAPP MERIT SYSTEM**

As we work to provide a productive learning environment, it is equally important for us to acknowledge and reward desirable behavior in students. We accomplish this primarily through the MAPP Merit System and Rubric Rewards.

Merits acknowledge individual acts that promote a positive community or support academic achievement, and demonstrate that students are Mindful, Achieving, Professional, and Prepared (MAPP). Students can earn merits from a staff member for a variety of reasons, including but not limited to:

- volunteering to help a student or teacher
- volunteering service to the school
- taking initiative
- showing courtesy
- performing an act of kindness
- outstanding effort or improvement
- doing what's expected when others are not.

WCCS staff may award merits at any point during the day. Teachers will track merits on a MAPP Merit spreadsheet that will travel with the class. These totals will be tallied and posted weekly. Merits are then used to determine participation in monthly MAPP Merit Trips program, in which students have the opportunity to represent the school in various capacities both in and out of school. Finally, students may also use Merits to bid on various prizes, awards, and privileges at the school's monthly Merit Auctions held during Base Camp.

## **RUBRIC REWARDS**

During every period of the school day, classes receive a Rubric Score from 0 to 4 that assesses their performance as a group. The rubric encourages students to work together in their efforts to improve academic achievement. The rubric score is based on the following observable criteria:

- are students being mindful?
- are students being achieving?
- are students being professional?
- are students being prepared?

Students will demonstrate these qualities by their:

- degree of preparedness, including having necessary materials;
- Do Now completion;
- work ethic in class;
- degree of respect and cooperation;
- degree of participation and alertness; and
- quality of questions and comments.

Teachers record rubric scores at the end of every class on a clipboard carried by a student monitor from class to class. Advisors tally scores at the end of every week. Classes receive rewards for consistently high rubric scores. Each advisory's scores are reported regularly to the school community.

## ASSESSMENT

In addition to traditional classroom assessment measures and other performance evaluations, WCCS uses several other assessment tools to evaluate the progress of our students:

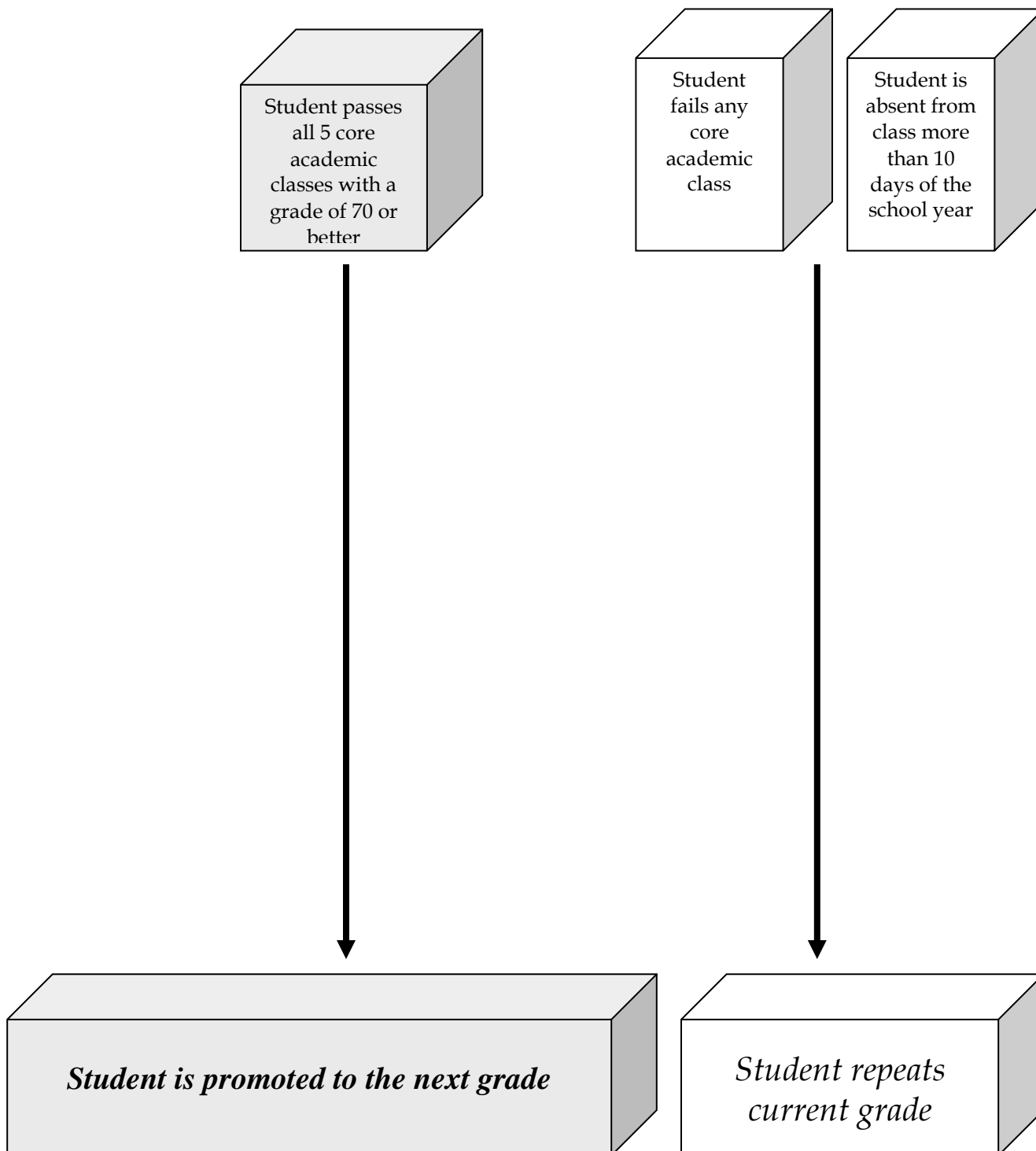
1. **New York State Assessments.** So that students are held to the same standards as other students in the State, Williamsburg Collegiate administers all state exams on the same schedule as the New York City public schools, to demonstrate both school-wide and individual student progress. The state's middle school exams are generally given in April/May (Grades 5-8 English Language Arts and Math), May, June (Grade 8 Science and Math Regents).
2. **MAP Assessments.** To demonstrate student progress in a manner consistent with other public schools, and to measure individual student progress year over year, Williamsburg Collegiate uses the MAPP assessments to pre- and post-test students in all grades. Testing schedules are discussed with students and families at the beginning of each school year. Students new to the school take the exam in the fall upon their entrance while all students – new and returning alike – take the exam in the spring.
3. **Interim Assessments.** To demonstrate regular student progress throughout the year, and to address students' on-going academic needs, Williamsburg Collegiate administers Interim Assessments in Math, English Language Arts, Science, and History. These assessments are created and coordinated by WCCS faculty based on the school's expectations for what each student should know and be able to do at the end of each middle school grade level. The exams are generally given every six weeks though more precise testing schedules are discussed with students and families at the beginning of the school year.
4. **Final Exams.** At the end of every core academic class in every grade, students take a final, comprehensive exam that covers all material covered throughout the year. Students' final exam performance counts as a separate percentage of their overall, final grade:
  - 5<sup>th</sup> grade: 5%
  - 6<sup>th</sup> grade: 5%
  - 7<sup>th</sup> grade: 5%
  - 8<sup>th</sup> grade: 5%
5. **Progress Reports, Report Cards, and Family-Teacher Conferences.** Teachers and staff use biweekly progress reports and quarterly report cards to communicate students' academic and behavioral performance. Progress reports are sent home with students to be reviewed at home with families. Students then return a signed letter from their families indicating receipt and review. Report cards are distributed at Family-Teacher Conferences, which families must attend in order to receive their child's report card. If a family cannot attend Family-Teacher Conferences, they must schedule another time with the school to meet with teachers and pick up their child's report card. If a student or family owes any school materials or funds at the end of the school year, the final report card will be withheld until those materials are returned or paid for, and all accounts are clear.

## PROMOTION POLICIES

Williamsburg Collegiate Charter School's promotion policies are printed on the next page.

Please note Williamsburg Collegiate does not run summer school for students who have failed classes. In order to be promoted to the next grade level, students must pass all five core courses by earning at least a 70 in each of their classes. (Any grades below 70 will not be rounded up.) In the future, WCCS may run specific summer schools for specific student needs – Summer Writing Academy, for example, which may be required for students in need of extra help in improving their writing.

### PROMOTION POLICIES



# **BUILDING SAFETY AND SECURITY**

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*Williamsburg Collegiate Charter School*

**T**here are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

## **CLOSED CAMPUS**

Under no circumstances are students to leave the 4<sup>th</sup> or 5<sup>th</sup> floor or the school building, or use any exit other than the main one on Wilson Street without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult – who has physically come to the Main Office to sign a student out – unless the school has been given prior written permission authorizing unaccompanied departure. Once students have entered in the morning, they may not leave the building unless a staff member escorts them.

### **Visitors to the School**

The School encourages parent(s)/guardian(s) and other school citizens to visit the School's classrooms to observe the work of students, teachers and other staff. Our teachers and staff members are very busy. It is always best to schedule an appointment with someone before coming to school. Schools are a place of work and learning, however, certain limits must be set for such visits. The Principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the School:

- 1) Anyone who is not a regular staff member or student of the School will be considered a "visitor."
- 2) All visitors to the School must bring ID, sign in and report to the main office.
- 3) Teachers are expected not to take class time to discuss individual matters with visitors.
- 4) Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- 5) All visitors are required to abide by the rules for public conduct on school property contained in this Code of Conduct. By entering school property, visitors accept these rules.

The School is committed to providing an orderly, respectful environment; therefore, it is necessary to regulate public conduct on school property and at school functions.

## **SHARED SPACE**

The school is extremely fortunate to share space with PS 16 at 157 Wilson Street in the Williamsburg section of Brooklyn. Therefore, all members of the WCCS community need to be thoughtful and respectful toward members of the PS 16 community.

- Students should never be on floors 1, 2, or 3 without a staff member or explicit permission from school staff.
- Students will exhibit professional and courteous behavior whenever traveling to or walking in other parts of the school building.
- Williamsburg Collegiate students must respect the authority of staff members from PS 16.
- If a WCCS student has a negative interaction with any member of the PS 16 school community, that student should inform a WCCS staff member and allow the Principal or his/her designee to resolve the situation.
- Students traveling to and from school on foot or via subway need to conduct themselves as if they were in the school hallways: travel on the sidewalk in a safe and orderly fashion; dispose of waste appropriately; do not loiter outside or near the school building; and remember that they are representatives of WCCS and treat all neighborhood community members with respect.
- Families who drive their children to or from school must not block access to Wilson Street or cause other disruptions to traffic patterns.

- In general, all members of the WCCS community need to be sensitive to how their actions affect the school's neighbors in and around the school.

## EMERGENCIES

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Offices.

## FIRE SAFETY AND EVACUATION PROCEDURES

*Please note, some procedures may change once the school year has officially begun. Students will be notified of and trained in any significant changes.*

In case of an emergency, if a student or staff member sees fire or smells smoke, he or she should close the door. Upon hearing an alarm, school staff will assemble students in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Students should follow the direction of staff members who will verify the safety of the stairwells and lead students outside the building to the designated locations, where school staff will line up students by class and take attendance.

Frequently throughout the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

In case of a more serious emergency, should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time or for the rest of the day—school staff and students will evacuate according to the school's evacuation plan. Staff will line up students in a safe and orderly fashion on the sidewalks outside of the evacuation site. After staff takes attendance, should conditions permit, all staff and students will return promptly to school.

## TRANSPORTATION AND SAFETY

### *Arrival and Dismissal*

Students should not arrive at school earlier than 7:15 AM. Students arriving at school before 7:45 AM, will sit in their assigned seat in the cafeteria, eat breakfast silently, and read. At dismissal, students should either leave the school building, or attend afterschool tutoring. Students are never allowed to wait in any other portion of the building. They must wait in the Main Office or in another designated afterschool location, under the supervision of a staff member. Students may not wait outside without staff supervision.

Most student transportation will be provided by the New York City Department of Education. Buses will pick up and drop off students directly in front of the building on Wilson Street. As a result, we ask that parents who are dropping off and/or picking up students be mindful of the tight traffic situation and plan accordingly.

We also encourage families who drive their children in the afternoon to arrive no earlier than 4:40 PM. Announcements and a staggered dismissal sometimes delay students from leaving the building at exactly 4:30 PM. Arriving 10-15 minutes after 4:30 PM lessens the amount of time that cars will need to occupy space on Wilson Street.

We ask for families to please cooperate with this policy to guarantee a safe, timely, and orderly environment for all students and families at dismissal.



### *Bus Behavior*

It should be clear to all students and their families that a public school bus is a form of school-sponsored transportation. Therefore, appropriate behavior as laid out in the Code of Conduct is expected at all times. Students who do not follow these rules are subject to receiving detention in school or a bus suspension.

### *MetroCards*

Full-fare Student MetroCards are provided to students who live more than one mile from the school and are not provided service by a public school bus. Half-fare metro cards are provided to students that live between one-half of a mile to a mile away from school. Both MetroCards provide three trips on both subway and surface bus lines. On most trips, students can use their cards freely to transfer from bus to subway, bus to bus, or subway to bus. Full-fare MetroCards are good for use to and from school and school-related activities during the hours specified on the back of the card, in most cases 5:30 AM to 8:30 PM. The card is good for the entire school year, but only on days when school is in session. Special Saturday School MetroCards – which provide two free trips on subway and bus lines – are available as well for Saturday School students.

### *Students Who Walk*

For students who walk to and from school, and for students who may be walking from the subway station or bus stops, a number of streets must be crossed. Families should instruct students to use all of the appropriate crossing lights at each intersection, and to cross each intersection only when it is safe to do so within the designated crosswalks. Parents are urged to call the local New York City Police Department for questions or concerns.

## **FIELD TRIPS/END-OF-YEAR EVENTS**

The school's curriculum may sometimes require outside learning experiences or special school events. During these activities – which are a privilege and not a right – it is important for all students to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds. A permission slip that allows students to attend each school field trip or event will be sent home prior to the trip/event, and should be signed by a parent or guardian. Students who fail to return the signed slip – or who are not permitted to attend as a result of an earlier incident – will not be eligible to participate, and will be required to attend school that day.

If parents or other volunteers assist with such trips or events, students must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. The use of portable electronic devices is prohibited on field trips unless the staff chaperones indicate otherwise.

## **GENERAL SCHOOL INFORMATION**

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*Williamsburg Collegiate Charter School*

### **TO CONTACT US**

Williamsburg Collegiate Charter School  
157 Wilson Street, 4<sup>th</sup> Floor  
Brooklyn, NY 11211  
Phone: 718-302-4018  
Fax: 718-302-4641  
<http://williamsburgcollegiate.uncommonschoools.org/>

We are committed to establishing and maintaining an open and respectful line of communication between families and WCCS staff, each of whom has their own phone extension and e-mail address (first initial last name@collegiatecs.org). Families should contact staff by telephone or e-mail and understand that we will try and return calls within 24-48 hours in the event that a message is left. Families will also have an opportunity to meet with staff during the scheduled family-teacher conference days. In addition, meetings can be arranged at any time by appointment. If a parent needs to see a staff person more immediately, the parent should report directly to the Main Office, which will facilitate the earliest possible contact.

While we certainly welcome, encourage, and appreciate contact between families and teachers, we also ask that families be respectful of the enormous and constant demands made on all of our staff. For example, consistently contacting a faculty member several times per week, can impact his or her ability to provide the best learning experience for all students. We encourage families to use the school's advisory system by treating a student's Advisor as the point person in order to coherently address or answer any questions.

### **SCHOOL DAY**

There are two daily dismissals at WCCS. The first dismissal is at 4:00 PM the majority of students. The second dismissal is at 5:00 PM for students who must choose to take an elective afterschool class.

### **STUDENT PHONE USE**

Students are prohibited from carrying cell phones during the school day. Cell phones taken out at school will be confiscated per the school's code of conduct. If you chose to send your child to school with a phone, it will be collected in the morning and locked away. The school is not responsible for any lost or damaged phones. We encourage families not to send their children with any valuables, including cell phones. Students are only allowed to use the school phone with permission and reserved in the event of an emergency.

### **SCHOOL WEB SITE**

Families should regularly check the school's Web site at <http://williamsburgcollegiate.uncommonschoools.org/> for recent news, updates, and upcoming events. If you have any suggestions for the Web site, please contact the Director of Operations. In addition, we urge families to regularly check with their children (and their book bags) to see if any notices have recently been distributed to bring home (including school newsletters). At the start of the school year, every student is given a specific folder to use to bring home letters and updates from school.

## **SCHOOL BREAKFAST AND LUNCH**

Williamsburg Collegiate Charter School will provide a free breakfast and lunch to all students, regardless of a family's eligibility to participate in the National School Lunch Program. However, in order for the school to seek at least partial reimbursement, each family will be asked to complete an eligibility application. We urge families – regardless of whether they think will officially qualify – to return the form, as school funding decisions are made by the state depending on the totality of responses.

Breakfast is served each day between 7:15 AM and 7:40 AM. Students should go directly to the cafeteria on the 1<sup>st</sup> floor to receive their breakfast.

Lunch will be for 30-minutes. During lunch, students are not allowed to get up from their seats – to go to the bathroom, to ask a teacher a question, or to throw their lunch away – unless they have been given explicit permission by a supervising teacher. All students must eat a lunch, either from home or from the school. Depending on circumstances, students may be asked to eat breakfast or lunch in silence.

## **MEDICAL RECORDS AND HEALTH SERVICES**

The School provides the health services required by law. Students with serious injuries are taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately.

If a student requires medication of any kind (including Tylenol, aspirin, and asthma inhalers), the student's parent/guardian must submit an Authorization to Dispense Medication form that must be filled out by a doctor and must give the medication in the original container to the nurse or Office Manager.

The parent/guardian of any student who is required to carry an asthma inhaler on his person must provide an Authorization to Dispense Medication form specifying that the student needs to carry the inhaler with him and a second inhaler that is kept in the nurse's office or with the Office Manager.

The School abides by all New York State immunization requirements. Each new student must have a certificate of immunization at the time of registration or not later than the 14<sup>th</sup> day of school. Parent(s) or guardian(s) must present documentation that their children have received all required doses of vaccines or are waiting to receive the subsequent doses at the appropriate time intervals. Parents seeking to waive the immunization requirement should submit their request to the school nurse or Office Manager. The nurse will review the request and will advise the Instructional Leader and/or Operations Leader, who will make the final decision on whether to grant the waiver request.

## **NONDISCRIMINATION**

Williamsburg Collegiate Charter School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to WCCS on the basis of race, sex, color, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. No person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by WCCS on the basis of race, sex, color, religion, national origin, or sexual orientation. Finally, pregnant students are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX).

## INTERNET SECURITY POLICY AND USE OF TECHNOLOGY

**Undesirable Materials:** The School will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, students must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher.

**Security:** Students must not allow others to use their network accounts (both Internet and School accounts). Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school file servers will always be private.

**E-Mail:** Student use of email is not allowed.

**Social Networking, Blogging, Chat and Other User Groups:** Student use of social networking, blogging, chat and other user groups is not allowed without approval from the supervising teacher.

**Copyright and Citations:** Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited. The use of internet sources without proper citation constitutes plagiarism.

**Downloading:** Downloading from the Internet without approval from the supervising teacher is not allowed.

**Private Internet Providers:** Students may not use school computers to access private Internet providers.

**Acceptable Internet Usage:** The School will ensure age-appropriate internet usage among students who use its internet facilities. This will enforce the School's commitment to student safety with regard to:

- i. safety on the Internet; and
- ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms, including but not limited to:
  - Unauthorized access including "hacking" and other unlawful activities undertaken online by minors;
  - Unauthorized disclosure, use, and dissemination of personal information regarding minors;
  - Cyberbullying awareness and response ; and
  - Other behavior determined to be threatening, intimidating or otherwise inappropriate in any way.

**Telephones:** Students are prohibited from using school telephones. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members.

### ADDRESSING CONCERNS

If you have a concern about a school policy, academic grade, discipline decision, or anything else, we encourage you to contact the appropriate staff member at the School by telephone. All staff members are committed to responding promptly to parent/guardian concerns. If an issue is not resolved promptly or satisfactorily, please contact the Principal or Director of Operations to discuss the matter.

An individual who (or group that) has a formal complaint against school policy or another member of the school community should address the complaint in writing to the Principal. The Principal responds to the complaint in writing or in person within 14 days. If this does not resolve the complaint or if the complaint is about the Principal, the individual or group may file a complaint in writing to the Chair of the Board of Trustees, who shall then appoint the School's Managing Director from Uncommon Schools, Inc. or other designee(s) to review the complaint. After reviewing the complaint, the designee(s) responds either in writing or in person to the complaint, depending on circumstances. If an individual or group voices a complaint at a public Board meeting or to individual Trustees, Trustees should not respond to the substance of the complaint, but instead should thank the individual or group for their time and direct them to the formal complaint procedures.

If, after presentation of the complaint to the Chair of the Board of Trustees, the individual or group determines that the Board has not adequately addressed the complaint, and the complaint involves a violation of State law or the school's Charter, the complainant may present the complaint to the Commissioner of Education on behalf of the Board of Regents, which shall investigate and respond. The Commissioner has the power and the duty to take remedial action as appropriate.

### **FREEDOM OF INFORMATION POLICY**

Williamsburg Collegiate Charter School (the "School") complies with the following in order to abide by the New York State Freedom of Information Law (Article 6 of the New York Public Officers Law):

Any requests for school records or information from Williamsburg Collegiate must be in writing or via e-mail and submitted to the Records Access Officer, who will be the Director of Operations. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied, which date will be reasonable under the circumstances of the request.
- If a request will be granted in whole or in part, but cannot be granted within 20 days of the date of the school's acknowledgement of the request, the school shall state in writing the reason why it cannot be so granted and give a date certain when it will be granted in whole or in part, which date will be reasonable under the circumstances of the request.

If the person requesting information is denied access to a record, s/he may, within 30 days, appeal such denial to the Principal. (The records access officer and the appeals entity shall not be the same person.) Upon timely receipt of such an appeal, the school, within 10 business days of the receipt of the appeal, fully explains the reasons for further denial or provides access to the record(s) sought. The school also forwards a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government immediately after receipt or determination, respectively. If further denied, the person requesting information may further appeal through an Article 78 proceeding. Likewise, if the School does not follow the FOIL appeal procedures, it will constitute a denial of the FOIL appeal for purposes of allowing the requester to bring an Article 78 proceeding.

The School may deny access to requested records if:

- Such records are specifically exempted from disclosure by state or federal statute;
- Such access would constitute an unwarranted invasion of personal privacy;
- Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise;
- Such records are compiled for law enforcement purposes and which, if disclosed, would meet the conditions set forth in Public Officers Law §87(2)(e);
- Such records, if disclosed, would endanger the life or safety of any person;
- Such records are computer access codes; and/or
- Such records are internal materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, a final policy, nor external audits.

The school maintains:

- A record of the final vote of each trustee in every proceeding in which the trustees vote;
- A record setting forth the name, public office address, title and salary of every officer or employee of the education corporation; and
- A reasonably detailed current list, by subject matter, of all records in the school's custody or possession.

There is no fee to inspect or search for records. Photocopies of records can be made on-site for 25 cents per page. By law, the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. The fee for photocopies of records which are not an appropriate size for the School's photocopy equipment shall not exceed the actual reproduction cost, which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

The school will publicly post a notice setting forth the name and address of its records access officer, its records appeals officer, and the location where records will be made available. In addition to providing this policy in the family handbook, the school will make these regulations available in the office upon request.

## **STUDENT RECORDS/FERPA POLICIES AND PROCEDURES**

The School recognizes the legal requirement to maintain the confidentiality of student records. Access to student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The School also recognizes its responsibility under the Local Government Records Law to ensure the orderly retention and disposition of the School's student records.

At least once each year, the School shall, by means of an individual mailing or by inclusion in one of the District's regular publications, notify all parents and eligible students of their rights under FERPA. The notice will include a statement that the parent or eligible student has a right to:

- 1) Inspect and review the student's education records;
- 2) A specification of the intent of the School District to limit the disclosure of personally identifiable information contained in a student's education records except:
  - a. by prior written consent of the student's parent(s) or guardian(s) or the eligible student;
  - b. as directory information; or
  - c. under certain limited circumstances, as permitted by FERPA.
- 3) Request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 4) File a complaint with the U.S. Department of Education alleging failure of the District to comply with FERPA and its regulations; and
- 5) Obtain copies of this policy and the locations where copies may be obtained.

The policy applicable to the release of student directory information, which includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of degrees and awards received, and the most recent educational agency or institution attended by the student, applies equally to military recruiters, the media, colleges and universities, and prospective employers.

The School shall arrange to provide translations of this notice to non-English speaking parents in their native language.

## **OPEN MEETINGS POLICY**

1. All meetings of the Board of Trustees and all committees of the Board ("Board meetings") will be open to the general public.
2. A calendar of all scheduled Board meetings will be posted at the school as soon as it becomes available.
3. The school will provide notice of the time and place of any Board meeting that is scheduled more than one week in advance to the news media and shall conspicuously post such notice in one or more public locations at least 72 hours in advance of the scheduled meeting.
4. The school will provide the time and place of any Board meeting that is scheduled less than one week in advance to the news media (to the extent practicable) and will conspicuously post such notice in one or more public locations at a reasonable time in advance of the scheduled meeting. Public notices will be placed on the bulletin board in the reception area. Public notices will reflect the location of Board meetings or any location changes.
5. To the extent possible, the school will publicly post notices of Board meetings immediately after each meeting date is determined.
6. For the purposes of determining a quorum, Trustees must be physically present at the meeting; members not physically present may join discussions via electronic means but may not vote.
7. Written minutes will be recorded of all Board meetings. Minutes will include:
  - o The date and time of the meeting
  - o A summary of all motions, proposals, resolutions, and any other matters formally voted upon

- A record of how each Trustee voted on each matter
  - In the case of an executive session, the minutes will include a record of the final determination of any action that was taken.
8. Minutes of open sessions will be available to the public upon request from the Director of Operations within two weeks of the date of the meeting; minutes of executive sessions will be available within one week of the meeting.
  9. All executive sessions shall be conducted as part of an open meeting; they are not considered separate meetings per se. An executive session may be called via motion and majority vote by the Board; the motion must specifically identify the general area or areas to be considered
  10. All Board members may participate in the executive session, and the Board may authorize others to be present as well.
  11. No public funds may be appropriated during an executive session.
  12. An executive session can only be conducted by the Board for consideration of one or more of the following matters:
    - Matters which imperil the public safety if disclosed;
    - Any matter which may disclose the identity of a law enforcement agent or informer;
    - Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
    - Discussions regarding proposed or pending litigation;
    - Matters which apply to school employees or collective negotiations which are within the scope of Article 14 of the Civil Service Law;
    - The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;
    - The preparation, grading, or administration of examinations; and
    - The proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value.

Open meetings law policy is available in the School's Main Office.

## STATEMENT OF UNDERSTANDING

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*Williamsburg Collegiate Charter School*

I have received and read a copy of Williamsburg Collegiate Charter School's Student and Family Handbook and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask my parent or guardian, or other member of the school community for a further explanation.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*A signed copy of the Statement of Understanding is due one week after receipt of the Handbook.*

*We thank you for your cooperation and wish you the best as a member of the WCCS community.*