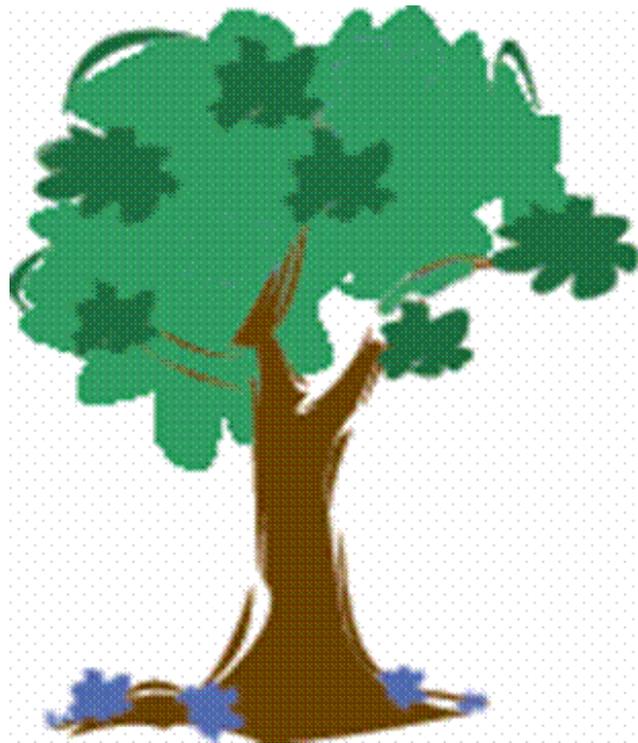


# Williamsburg Charter High School



## Community Covenant

*2016-2017*

## Table of Contents

|   |       |
|---|-------|
| School Calendar.....  | 3     |
| Mission Statement.....  | 4     |
| Message from Principal.....                                   | 4     |
| Graduation Requirements.....                                  | 5     |
| Pathways to Graduation.....                                   | 6     |
| Advisory .....  | 6     |
| Enrichment Learning .....                                     | 7     |
| Basic Right of all Students .....                             | 7-8   |
| Rights of All Students and Families .....                     | 9     |
| Expectation of Families.....                                  | 9     |
| Disciplinary Procedures for Students with Disabilities .....  | 9     |
| Maintenance of Public Order on School Property .....          | 10-11 |
| Student Dress Code .....                                      | 12    |
| Attendance Policy .....                                       | 13    |
| Excused Absences.....   | 13    |
| Unexcused Absences.....                                       | 13    |
| Tardiness.....  | 13    |
| Code of Conduct.....  | 14    |
| The Value of Respect.....                                     | 14    |
| Merit System.....   | 14    |
| Behavior Expectations.....                                    | 15-16 |
| Explanation of Disciplinary Measures.....                     | 17-21 |
| Student Consequence Matrix.....                               | 22-25 |
| Definition of Terms.....                                      | 26-27 |
| Locker Policy.....  | 28    |
| Electronic Policy.....  | 29    |
| Uniform Policy .....  | 30    |
| Student Email and Social Network Policy .....                 | 31-32 |
| Bullying and Harassment Policy.....                           | 33-34 |
| Section 504 Procedural Safeguards & Parent/Student Right..... | 35-36 |
| Parental Agreement.....                                       | 37    |

# Academic Calendar 2016-2017

## 2016-2017

| July |    |    |    |    |    |    | August |    |    |    |    |    |    | September |    |    |    |    |    |    |  |  |  |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|--|--|--|
| Su   | Mo | Tu | We | Th | Fr | Sa | Su     | Mo | Tu | We | Th | Fr | Sa | Su        | Mo | Tu | We | Th | Fr | Sa |  |  |  |
|      |    |    |    |    | 1  | 2  | 1      | 2  | 3  | 4  | 5  | 6  |    |           |    |    |    | 1  | 2  | 3  |  |  |  |
| 3    | 4  | 5  | 6  | 7  | 8  | 9  | 7      | 8  | 9  | 10 | 11 | 12 | 13 | 4         | 5  | 6  | 7  | 8  | 9  | 10 |  |  |  |
| 10   | 11 | 12 | 13 | 14 | 15 | 16 | 14     | 15 | 16 | 17 | 18 | 19 | 20 | 11        | 12 | 13 | 14 | 15 | 16 | 17 |  |  |  |
| 17   | 18 | 19 | 20 | 21 | 22 | 23 | 21     | 22 | 23 | 24 | 25 | 26 | 27 | 18        | 19 | 20 | 21 | 22 | 23 | 24 |  |  |  |
| 24   | 25 | 26 | 27 | 28 | 29 | 30 | 28     | 29 | 30 | 31 | 25 | 26 | 27 | 28        | 29 | 30 |    |    |    |    |  |  |  |
| 31   |    |    |    |    |    |    |        |    |    |    |    |    |    |           |    |    |    |    |    |    |  |  |  |

| October |    |    |    |    |    |    | November |    |    |    |    |    |    | December |    |    |    |    |    |    |  |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|--|
| Su      | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |  |
|         |    |    |    |    |    | 1  | 1        | 2  | 3  | 4  | 5  |    |    |          |    |    | 1  | 2  | 3  |    |  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  | 6        | 7  | 8  | 9  | 10 | 11 | 12 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 | 13       | 14 | 15 | 16 | 17 | 18 | 19 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |  |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 | 20       | 21 | 22 | 23 | 24 | 25 | 26 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |  |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 | 27       | 28 | 29 | 30 | 25 | 26 | 27 | 28       | 29 | 30 | 31 |    |    |    |  |
| 30      | 31 |    |    |    |    |    |          |    |    |    |    |    |    |          |    |    |    |    |    |    |  |

| January |    |    |    |    |    |    | February |    |    |    |    |    |    | March |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su    | Mo | Tu | We | Th | Fr | Sa |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  | 1        | 2  | 3  | 4  |    |    |    |       |    | 1  | 2  | 3  | 4  |    |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 | 5        | 6  | 7  | 8  | 9  | 10 | 11 | 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 | 12       | 13 | 14 | 15 | 16 | 17 | 18 | 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 | 19       | 20 | 21 | 22 | 23 | 24 | 25 | 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 29      | 30 | 31 |    |    |    |    | 26       | 27 | 28 | 26 | 27 | 28 | 29 | 30    | 31 |    |    |    |    |    |

| April |    |    |    |    |    |    | May |    |    |    |    |    |    | June |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa | Su  | Mo | Tu | We | Th | Fr | Sa | Su   | Mo | Tu | We | Th | Fr | Sa |
|       |    |    |    |    |    | 1  | 1   | 2  | 3  | 4  | 5  | 6  |    |      |    |    |    | 1  | 2  | 3  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  | 7   | 8  | 9  | 10 | 11 | 12 | 13 | 4    | 5  | 6  | 7  | 8  | 9  | 10 |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 | 14  | 15 | 16 | 17 | 18 | 19 | 20 | 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 | 21  | 22 | 23 | 24 | 25 | 26 | 27 | 18   | 19 | 20 | 21 | 22 | 23 | 24 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 | 28  | 29 | 30 | 31 | 25 | 26 | 27 | 28   | 29 | 30 |    |    |    |    |
| 30    |    |    |    |    |    |    |     |    |    |    |    |    |    |      |    |    |    |    |    |    |

### School Holidays and Observances (school closed):

|                  |                       |                     |                   |
|------------------|-----------------------|---------------------|-------------------|
| <b>Jul 4</b>     | Independence Day      | <b>Dec 22-Jan 2</b> | Winter Vacation   |
| <b>Sep 5</b>     | Labor Day             | <b>Jan 16</b>       | MLK Day           |
| <b>Sep 12</b>    | Eid al-Adha           | <b>Feb 20-24</b>    | Mid-Winter Recess |
| <b>Oct 3-4</b>   | Rosh Hashanah         | <b>Apr 10-18</b>    | Spring Break      |
| <b>Oct 10</b>    | Columbus Day          | <b>May 29</b>       | Memorial Day      |
| <b>Oct 12</b>    | Yom Kippur            | <b>Jun 26</b>       | Eid al-Fitr       |
| <b>Nov 11</b>    | Veterans Day          |                     |                   |
| <b>Nov 23-25</b> | Thanksgiving Vacation |                     |                   |

Days listed in **RED** are national holidays

### School Professional Development Days (no students):

|                  |                  |               |                  |
|------------------|------------------|---------------|------------------|
| <b>Aug 22-26</b> | Faculty PD Week  | <b>Jan 30</b> | Quarter 2 PD Day |
| <b>Nov 8</b>     | Quarter 1 PD Day | <b>Jun 8</b>  | Quarter 4 PD Day |

### School Events and Occasions:

|                  |  |
|------------------|--|
| <b>Aug 17-18</b> | August Regents Exams                                       |
| <b>Aug 29</b>    | First Day of School  |
| <b>Nov 16</b>    | Quarter 1 Parent Conferences 2:30-4:30pm; 5:30-7:30pm      |
| <b>Jan 24-27</b> | January Regents Exams                                      |
| <b>Apr 26</b>    | Quarter 3 Parent Conferences 2:30-4:30pm; 5:30-7:30pm      |
| <b>Jun 13-22</b> | June Regents Exams   |
| <b>Jun 23</b>    | Quarter 4 Ends; Last Day of School; Rating Day; Graduation |
| <b>Jun 27-30</b> | Snow Day Give Back Days                                    |

### School Day Schedule:

Monday, Tuesday, Thursday & Friday: 7:56am – 3:41pm  
 Wednesday: 7:56am – 2:01pm

### Important:

Please check the school website at [www.thewcs.org](http://www.thewcs.org) for the most updated listing of school events, activities, and important dates.

## Mission Statement

The *Williamsburg Charter High School* unites youth, families, staff, teachers and the community at large in providing young people with the tools necessary to make sense of the world and prepares them in their journey to become skilled workers in and literate citizens of the world community.

Young people will accomplish this through their participation in a rigorous and demanding liberal arts education that includes language, literature, writing, science, history, mathematics, the arts, technology and explorations in disciplines designed to teach fairness, justice, respect and compassion for themselves and others as well as the skills of critical thinking, communication and research.

## Message from the Principal

Dear Students and Families,

What a great year we have in store! It is with much enthusiasm and fervor that I proudly exclaim, “Welcome to new school year!” Whether you are returning with us this year or a newly enrolled family, we are excited to welcome you! We are all looking forward to the start of the school year and we hope that you are too!

The Community Covenant is a document designed to clearly outline the expectations and procedures of Williamsburg Charter High School. Over the course of the school year we will use it our guide for school wide culture and academic programming. We are fortunate to have an unparalleled leadership team and faculty who have researched the best practices of successful schools. Those practices are reflected in our definition of community and delineated in the covenant.

Our school is purposed with ensuring that our students and families excel beyond their imagination and become at ease outside of their borders. We work in service of ensuring your holistic success. We hold all of our members to the highest standards of citizenship and will serve alongside you unyieldingly toward that goal.

Please take some time to review this Covenant and the procedures outlined therein. I continue to look forward to our work together this year.

Let’s go Wolverines!

In Service,



Tanishia Lavette Williams | Principal



## 4+1 Multiple Pathways to Graduation

Effective June 2015, per NYSED regulation, students eligible to graduate in 2015 or thereafter may use the 4+1 option for graduation. These students may use a Regents exam in a different course than previously taken as their fifth assessment, or a Department-approved alternative. This change to regulation provides more flexibility for students in the exam requirements for graduation. For more information, see the requirements below and/or see your guidance counselor.

Students who first enter grade nine in September 2011 and thereafter or who are otherwise eligible to graduate in June 2015 or thereafter, have the following options available in order to meet the assessment requirements leading to a Regents or Local diploma:

**Required four (4): ELA Regents exam, 1 math Regents exam, 1 science Regents exam,**

1 social studies Regents exam (or a Department Approved Alternative for any of the four required exams)

**Plus any one (1) of the following assessments:**

- Additional math Regents exam in a different course or Department Approved Alternative; or
- Additional science Regents exam in a different course or Department Approved Alternative; or
- Additional social studies Regents exam in a different course or Department Approved Alternative ; or
- Additional English assessment in a different course selected from the Department Approved Alternative list; or
- A Department approved CTE pathway assessment, following successful completion of an approved CTE program
- A Department approved pathway assessment in the Arts
- A Department approved pathway assessment in a Language other than English (LOTE)

## Advisory

All students are assigned an advisor who is their guide, mentor and facilitator during their four years at the *Williamsburg Charter High School*. Advisory includes study and organizational skill building, life skills, individual student support activities and goal setting. Advisory is not a class for credit, but should be treated like any other academic class.

## **Enrichment Learning**

The school bell schedule includes a 9th period (except on Wednesdays) which is dedicated to Enrichment Learning. This Enrichment Learning period enhances academic achievement opportunities for all students by developing and nurturing them with the academic, emotional, and social programs and skills that are essential for college and career readiness while creating a safe and fun learning environment. Enrichment Learning activities include, but are not limited to, Regents review, SAT prep, credit recovery, sports, clubs, teacher office hours and community service. Although they are not required to stay for 9th period activities, all students are strongly encouraged to take advantage of the various opportunities available to them, and are also encouraged to suggest and develop new clubs and activities.

## **Basic Rights of All Students**

### **Participation in School Activities**

All students have the following rights:

- To have the opportunity to take part in all school activities on an equal basis regardless of race, sex, economic status, sexual orientation, national origin, creed, or disability.
- To address the school on the same terms as any citizen.

Similarly, all students are bound by the same rules for exclusion from school activities and public address.

### **Records**

Charter Schools are subject to the federal Family Education Rights and Privacy Act of 1974 (FERPA) which requires a school to protect a student's privacy. The school will not disclose any information from the student's permanent records except as authorized pursuant to FERPA, or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a student under 18 years of age, or a student 18 years of age or older, is entitled to access to the student's school records by submitting a written request to the principals. Further information concerning the disclosure of student information and limitations on such disclosure may be found in FERPA.

### **Freedom of Expression**

- Students are entitled and encouraged to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves, and written expression of opinion must be signed by the author. Any form of expression that involves libel, slander, the use of purposeless obscenity, or personal attacks, or that otherwise disrupts the educational process, is prohibited. All forms of expression also must be in compliance with the Disciplinary Code and the school dress code, violations of which are punishable as stated in the Disciplinary Code.
- Student participation in the publication of school sponsored student newsletters, yearbooks, literary magazines and similar publications is strongly encouraged. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of such publications is controlled largely by student editors, however final content decisions remain in the discretion of journalism advisors and school authorities.
- No person shall distribute or post any printed or written materials on school property without the prior permission of the Principal or his/her designee. The Principal or his/her designee

may regulate the content of materials to be distributed or posted on school property to the extent necessary to avoid material and substantial interference with school decorum and the requirements of appropriate discipline in the operation of the school. The Principal or his/her designee may also regulate the time, place, manner and duration of such messaging.

### **Search and Seizure**

- A student and/or a student's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities. Parents may or may not be contacted prior to a search.
- Student lockers and desks remain the property of the school. However, the school is not responsible for books, clothing, or valuables left in lockers or desks.
- The following rules shall apply to the search of school property assigned to a specific student and the seizure of illegal items found therein:
  1. School authorities will make an individual or group search of a student's locker, desk, or backpack only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process or which may harm the student or any member of the school community.
  2. Searches shall be conducted under the authorization of the Principal and/or his/her designee.
  3. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from student lockers or desks by school authorities.
  4. When and how confiscated items will be returned to students will depend on the Principal's discretion.

### **Off-Campus Events/Traveling to and from School**

Students at school sponsored off-campus events and when traveling to and from the school building shall be governed by all guidelines and discipline code of the school and are subject to the authority of school officials. Failure to obey the lawful instructions of school officials may result in a loss of eligibility to attend school sponsored off-campus events and may result in additional disciplinary measures in accordance with the Student Disciplinary Code.

### **General Disciplinary Guidelines**

- Prohibited conduct and acceptable school responses to such conduct are set forth in the Code of Conduct.
- A student may be suspended from instruction only after his or her rights to due process have been observed.

## **Rights of All Students and Families**

Without exception the *Williamsburg Charter High School* will defend the following rights of students and their families:

- To have rules explained to families in a language of their choice
- To have all disciplinary measures explained to families in a language of their choice
- To appeal all disciplinary actions instituted by the Grade Leaders or Assistant Principal to the Principal
- To appeal all disciplinary actions instituted by the Principal to the school's Board of Trustees.
- To appeal all disciplinary actions and express any other concerns to the charter authorizer, the Department of Education of New York City, Office of School Design and Charter Partnerships
- To receive quarterly updates on behavior and academic performance via extensive qualitative assessments and student/parent/advisor conferences.

## **Expectation of Families**

It is the expectation that parents, legal guardians, and relatives of the student will treat the administration, staff and teachers with respect at all times. Any disagreements must be dealt with in an orderly and respectful tone of voice. Parents, relatives and legal arguments that are provoking exhibiting violent or threatening behavior will be asked to leave the premises. If necessary the School and in the interest of the security of the entire community, the School will call the police to subdue any disorderly person to maintain the peace.

It is expectation that parents and legal guardians will respond to all messages from the staff, administration and teachers. If a parent or legal guardian does not respond, the School may deem such behavior educational neglect and call the necessary authorities.

## **Disciplinary Procedures for Students with Disabilities**

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses. Discipline of a student identified as having a disability, however, will be in accordance with the New York State Education Department Procedural Safeguards Notice which describes the rights for parents of children with disabilities from ages 3-21. Notice of the New York State Education Procedural Safeguards is at the end of the document on page 35-36.

## Maintenance of Public Order on School Property

The following rules shall govern the conduct of students, teachers, staff, licensees, invitees, and other persons, whether or not their presence is authorized, on all property or facilities operated under the auspices of the charter school. These rules and penalties are not to be considered exclusive or to preclude in any way the prosecution and conviction of any person for the violation of any Federal, State or local law, rule, regulation or ordinance, or the imposition of a fine or penalty provided for therein. Additionally, these rules and regulations should not be construed to limit, but rather exist in conjunction with any other codes of conduct established for the school, such as a disciplinary code and/or a bill of student rights and responsibilities.

### **Prohibited Conduct**

No person, either singly or in concert, shall:

- Willfully cause physical injury to any other person, or threaten to use force which would result in such injury.
- Physically either restrain or detain any other person, nor remove such person from any place where he or she is authorized to remain, except as necessary to maintain the established educational process or to ensure the safety of a child or a member of the school community.
- Willfully damage or destroy school property, nor remove or use such property without authorization.
- Without permission, express or implied, enter into any private office or classroom of an administrative officer, teacher, or staff member.
- Enter or remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others.
- Without authorization, remain in any building or facility after it is normally closed, nor without permission enter any building or facility prior to its normal opening.
- Refuse to leave any building or facility after being required to do so by the Principal or an authorized administrative officer or his or her designee.
- Willfully obstruct or interfere with the free movement of persons and vehicles.
- Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his or her views, unless such disruption is necessary to maintain order of the educational process.
- Possess on school property any firearm, knife, box cutter, chain, club or other weapon, whether or not the person has a license to possess such weapon. Further, it is the duty of the Principal or his/her designee to inform the police of the presence or use of any such weapon or implements used as weapons on school property.
- Commit acts which threaten the safety and welfare of persons on school property.
- Violate any federal or State statute or regulation, local ordinance or school policy.
- Possess, use or distribute alcohol, drugs or drug paraphernalia.
- Harass or coerce any person.
- Refuse or fail to comply with a lawful order or direction of a school official in the performance of his or her duty.

- Distribute or post on school property any written material, pamphlets or posters without the prior approval of the Principal.

### **Penalties and Enforcement**

Penalties for violations of these rules include, but are not limited to:

- the withdrawal of authorization to remain upon school property;
- ejection;
- arrest;
- for students, suspension/expulsion or other disciplinary action; and
- for school employees, dismissal or other disciplinary action.

Staff members are required to report known violations of these rules to the Principal and to make reasonable efforts to stop the prohibited conduct. The Principal is ultimately responsible for the enforcement of these rules.

### **Guests & Visitors**

Any guest or visitor of students or staff, including family members, must sign in at the main desk and be escorted to the location where they will be visiting. Guests and Visitors are expected to comply with all school rules and behavior expectations.

### **Access to the Building**

Parents/ guardians/ families are a vital part of the Williamsburg Charter High School Community. We consider parents/ guardians/families, as partners in the education of our students and we encourage and welcome visits and partnerships. In order to maximize our student's learning time and minimize distraction, we strongly suggest the following:

- Please call in Advance to make an appointment to speak to the principal, an administrator or a teacher. Faculty and Staff's schedules are very busy, without a scheduled appointment we cannot guarantee the time and attention necessary to answer all of your questions.
- When you are in attendance at school, it is necessary for you to communicate in an orderly and respectful tone. Please understand that we reserve the right to ask you or an advocate of yours to leave the premises if your tone or behavior is threatening, bullying or aggressive. If you do not leave, we will use our discretion to call law enforcement. It is the School's goal to respect everyone's point of view, opinion and concerns but we cannot allow behavior that undermines the order and safety of the school community.
- We ask for your commitment in attending all parent meetings and teacher conferences.
- Parents are always encouraged and welcomed to attend our monthly board meeting.

## Student Dress Code

**Student uniforms must be worn at all times. They are meant to stress the fundamental equality of all students and to remove the distractions created by the status consciousness associated with clothing and shoe/sneaker fashion.** These distractions, in many schools, lead to unwholesome competition and even violence. School is a place for serious work and learning. The wearing of the school uniform is a condition of attendance at the *Williamsburg Charter High School*. All students must wear the required uniform every day of attendance at school and any other uniform required for special events and/or activities. From time to time these policies may be adjusted depending on the activities held, for example, on field days or picnics.

If a student fails to wear the uniform, they will be subject to the relevant disciplinary action. It should be understood that the uniform is part of the school's culture and academic program and is meant to enhance the school's mission and not intended to impinge on students' freedom of expression. No substitutions to the uniform will be allowed at any time unless approved.

### **Year-Round Uniform**

White button-down-Oxford shirt with collar or Grade Polos

Tie (recommended with Oxford shirt)

Uniform black pants or skirt (skirt may not be more than 2 inches from the knee)

***Please note: black pants must be business casual. Absolutely no capris, baggy pants, skinny pants, shorts or black joggers.***

WCHS Blazer, sweater or vest

***Please note: When wearing the WCHS hooded sweater, students may not place the hood on their heads. Headgear is strictly prohibited.***

All Black or Brown Shoes

### **Black or Brown Shoes**

- Must be solid **Black** or **Brown**
- No over the knee black or brown boots.
- Shoes must laced at all times.
- No open toe shoes or sandals

### **In addition:**

- Students are not allowed to wear any headgear, caps or bandanas during school hours unless it is religious in nature.
- All t-shirts and undershirts must be white and tucked in at all times.
- No baggy style clothing is allowed.
- No brand names are allowed to be shown.
- Absolutely no white polos: All white shirts must be Oxford button down shirts
- Absolutely no non uniform jackets or sweaters are permitted after scanning in. If a student is worried about being cold inside the building, he/she should wear a uniform sweater. Absolutely no colored shirts or hoodies are permitted under the uniform polo.
- **No changing at School: while on school property, students must wear their uniform only, Students may not change into non uniform items because they are "going home".**

***Students will be required to wear school issued garments if parent cannot bring appropriate uniform articles.***

## Attendance Policy

Regular attendance at school is necessary for learning to take place. Students who often miss school do not perform as well as those students who attend everyday. We cannot guarantee the same level of instruction for a student who is not in school on a regular basis. Parents and school personnel have the responsibility to enforce regular school attendance. Therefore, it is strongly advised that students not be absent from school for voluntary reasons. Parents should not schedule family vacation during the school year.

The school recommends that voluntary activities be confined to times when school is not in session. Parents/legal guardians are encouraged to schedule medical and dental appointments during holiday periods, weekends, or on Wednesdays when the school schedule is shorter. See the school calendar on page 3. Students checking in or out of school at any time during the day must report to the attendance office. Students leaving early must be signed out by a parent or guardian in the attendance office.

### Excused Absences

- Illness. In cases of frequent or prolonged absences, a written statement from a doctor confirming the illness is required.
- Extreme emergency or death in the family (confirmation is required).
- School-related approved activities.
- **Students are required to bring a note to the main office – at the latest - the day immediately following an absence in order for an absence to be considered excused. If no note is provided, the student will be considered truant and disciplinary action will be taken.**

### Unexcused Absences

**A student who is absent from school and doesn't provide a written note from home, or other accepted sources is considered truant.**

- Failure to attend school without a valid cause will result in disciplinary action
- Teachers are **not** required to accept make up work for unexcused absences.
- 10 consecutive unexcused absences will result in a call to social services.
- *A pattern of unexcused absences may result in failing grades.*

### Tardiness

**Classes begin at 7:56 am. Students need to leave home early enough to avoid subway or bus delays. The school is open and breakfast is offered starting at 7:15 a.m.**

### Early Dismissal:

Students are expected to stay in school until the end of their last class. In order to maximize learning and avoid unnecessary disruptions, we ask that parents do not pick up students early, except in an emergency situation. ***Parents are NOT permitted to pick up students after 3:10pm from their 8<sup>th</sup> period class.***

## Code of Conduct

### The Value of Respect- Respect Everything and Everyone Everyday.

*Williamsburg Charter High School* students are expected to exhibit acceptable standards of conduct at all times. Students are given every consideration concerning their rights and are expected to share in the responsibility.

The most important value at the *Williamsburg Charter High School* is **respect**. Helping students develop the art of respect is a school-wide goal and will be modeled by all adults at the school. All members of the community are expected to demonstrate the following:

**Self-Respect:** by their manner and in their school uniform dress, students are to carry themselves with a sense of dignity at all times.

**Respect to Peers:** by showing support and encouragement; by refraining from insulting, deriding, bullying, or humiliating others; and by refraining from physically, emotionally, or sexually harassing other students.

**Respect for Adults:** by listening and following directions; by using appropriate tone of voice; by honoring a teacher's need to present a lesson to the entire class; by demonstrating awareness of the appropriate time and place to disagree with a teacher's decision; and by accepting feedback.

**Respect for Differences:** by demonstrating sensitivity to physical, ethnic, cultural, religious, gender, and sexual orientation differences, and by refraining from the use of stereotypes.

**Respect for Property:** by respecting their personal property and the property of other students; by maintaining their textbooks and other materials; and by caring for the school grounds and property, especially by pitching in to keep the school clean and neat.

We feel that **respect** encompasses honesty, cooperation, effort, self-control, punctuality, good manners, fairness, and citizenship. All members of the *Williamsburg Charter High School* are expected to *respect everything and everyone everyday*.

### Merit System

We would rather reward students for doing the right thing than punish students for doing the wrong thing. Teachers and staff will award students merits whenever they notice someone being good or contributing to the community in a positive manner. Merits can earn the student rewards or privileges and can be given by any staff member observing a good deed or exemplary behavior. Some examples of behavior that might earn a merit are: helping someone without being asked, stopping someone from picking on or teasing someone else, giving an especially insightful answer in class, or cleaning up a mess that wasn't yours.

## **Behavioral Expectations**

### **Classroom Expectations and Procedures**

- Students will follow directions and classroom protocols.
- Students will show respect for others.
- Students will use appropriate school language.
- Students will be prepared for class.

### **Assembly Expectations and Procedures**

- Remain seated with your advisory/or class.
- Listen and pay attention (look for signal that your attention is needed).
- Clap or cheer only when appropriate.
- Leave only when your advisory/class is dismissed.

### **Lunchroom Expectations and Procedures**

Lunch is a time for students to eat, relax, and socialize with friends. However, be reminded that all school rules as outlined in the covenant still apply during lunchtime.

- Students must remain seated during lunch.
- They are to keep their voices low and controlled.
- Students are required to keep tables clean and wiped after breakfast and lunch.
- Students are expected to remove their own garbage and place it in the provided trash cans.
- Students may only attend their scheduled lunch period.
- Students may use electronics but must use them responsibly; Students may only listen to music with headphones; students may not take photos or audio/recordings of others during lunch.

### **Hallway Expectations and Procedures**

- Students are expected to move quickly to their next class. Blocking the doorways, stairs or the hallways is dangerous and results in students missing instructional time in the classroom.
- Students are expected to keep their voices low and controlled while in the hallways. Students should use appropriate school language.
- Students are expected to keep hands, feet and objects to themselves.
- During class time, students should only be in the hallway *with* a pass. Students found in the hallway without a pass will be escorted back to class and will be subject to disciplinary action.

### **Fire Alarm Expectations and Procedures**

Any time the fire alarm goes off students must obey the following procedures:

- Listen for the fire alarm.
- Line up immediately and be silent.
- Walk silently to the designated exit and line up outside with your class.

### **Use of School Computers and Laptops**

The *Williamsburg Charter High School* computer network is provided for students to conduct research and complete assignments. Computer network storage (hard drives and personal electronic folders) are treated like school lockers. In other words, school officials may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Complete rules for using school computers are set out in the handbook for computer use that students must read and sign before being allowed to use school computers.

### **Substance Abuse Policy**

Any student who is suspected to be under the influence of a controlled substance will be evaluated by the nurse and the substance abuse counselor and may be required to have an immediate physical examination and drug test by a physician. If a student's parent cannot arrange an immediate examination then the school will take the step of suspending the student until the test is conducted. If the test results are positive then the student will have to have an evaluation and assessment done by a drug and alcohol counselor to determine the nature and severity of the problem. The student must then follow the recommendation and treatment in order to continue at the *Williamsburg Charter High School*. The student will be disciplined according to the school discipline code and due process.

### **Security**

Students must adhere to all the security procedures of the building and should never be on any other floor than the ones designated for the school. Students are not allowed anywhere else in the building unless escorted or under supervision. Students may only use the elevators if they have been issued an elevator pass. Failure to observe these rules can lead to disciplinary action.

### **Community Safety**

Students who pose an **immediate danger** to the *Williamsburg Charter High School* community may be removed immediately from the classroom or school grounds according to the severity and specifics of the infraction. Students and parents must be assured that we are prepared to maintain a wholly safe environment if our mission is to be realized. This policy does not preempt a student's right to a hearing or appeal or any other aspect of due process.

The *Williamsburg Charter High School* and its leadership will do everything necessary and everything in its power and to the full extent of all applicable laws to ensure the health and safety of all students, teachers and staff who are a part of the school community.

## **Explanation of Disciplinary Measures**

**Teacher Intervention:** Classroom teachers may use interventions that are meant to be less punitive in nature but are available as a teaching tool in solving issues and preventing future incidents. Interventions include:

- Teacher Detention: during breakfast, lunch, and/or after school.
- Meeting with Student
- Call to Parent
- Parent Meeting
- Restorative Justice Activity
- Referral to Student Life, Grade Team, Counseling

**Classroom Removals:** In the case where classroom interventions are not successful a teacher may request that a student is removed from the classroom.

- A teacher has the authority to request for a student to be removed from the classroom when the student's behavior presents a continued danger to students or staff or an ongoing threat or disruption to the academic process.
- When a student is removed, the teacher must provide the student with a "student removal form" indicating the reason for the removal and send the student to the Student Life office or designated area.
- Once the situation is deescalated, the student will have the opportunity to review the details of the incident with the Director of Student Life, Principal, or designee. At that time the student will, designee and staff member (pending availability) will review all applicable incident data to determine the appropriate methods of restoring the school community. The overall goal of this process is to get students back into class as quickly as possible and develop a mutual respect between all parties.
- In cases of serious incidents, the Principal or Director of Student Life may decide that the behavior warrants additional consequences that would keep the student from returning to class until a parent meeting occurs.

### **Detention:**

#### **After School Detention**

Once a student has received a particular referral for a matrix infraction, they will have to serve an after school detention. Detention is served Monday, Tuesday, Thursday and Friday after the student's last class.

#### **In-School Detention / Alternative Learning Environment (ALE)**

When a student commits a serious offense that does not warrant suspension, he/she may spend a partial day in a designated space. The student will receive work collected from their teachers prior to the Alternative Learning Environment date.

### **Loss of School Privileges:**

After notification of the parent(s) or guardian(s) a student may have certain privileges suspended if deemed appropriate. These privileges may include but are not limited to: after school sports clubs, school social activities, field trips, and any other school sponsored extracurricular activity.

A student may be considered ineligible for trips/events for reasons including, but not limited to: involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior or severe lack of academic effort in the day or days leading to trip. This includes Senior Trip and Activities. Refunds may not be given to parents and students who have paid for activities but are removed based on academics and behavior.

### **Suspension:**

#### **In School Suspension(ISS):**

Whenever possible, students will serve their suspension on school grounds to prevent falling behind in coursework. Although students will be given the same due process rights as a short term suspension, they will be removed from their normal schedule of classes and activities, supervision will be provided, and assignments and homework will be expected from the suspended student. If the suspended student needs academic assistance to keep up with work during this time it will be provided by a staff member or a willing and capable student tutor. Students must remain in a designated area with a designated teacher. Students are not allowed to leave the room unless escorted and only in necessary situations, such as to use the bathroom. Students receive work each period and must do the work given to them in that period. Only the Grade Directors, Director of Student Life, Assistant Principal's or the Principal may assign an in-school suspension (1-5 days) and only after notifying the parent(s) or guardian(s) and being given all due process rights in accordance with a short term suspension.

#### **Out-of-School Suspension (OSS)/Short Term Suspensions:**

The Principal or Principal's designee has the authority to issue a Short Term Suspension. This is an out of school suspension that lasts between 1 and 5 days.

#### **Prior to a Short Term Suspension:**

1. The principal or designee will review the evidence and ensure that the incident is properly documented.
2. Except in cases where a student's behavior poses an immediate threat to the safety of students or staff, the Principal or designee will conduct an informal hearing with the parent and student. The Principal or designee will send written notification of the short term suspension to the parent or guardian to the last address reported on school records stating the causes leading to the suspension, the length of suspension, the time and place for compensatory education, what the student must do to re-enter the WCHS community and the parents right to request an informal conference with the principal. A call will also be placed to the parent or guardian stating the above information.
3. During the informal hearing, the student and parent will hear the reasons for the removal from school and the parent and the student will have an opportunity to

- informally present the student's version of the relevant events and question any witnesses.
4. After the informal hearing, the Principal or designee will determine the appropriate consequence based on the matrix.
  5. The Principal or designee will make reasonable attempts by telephone to immediately notify the parent or guardian of the suspension decision. The parent or guardian will be informed of the reasons determining the suspension, the length of suspension, and what the student must do to re-enter the WCHS community. Written documentation recounting this information will be mailed home.

**Informal Conference:**

When notified about a Short Term Suspension decision, a parent has the right to request an informal conference. **An In-Person Meeting is recommended, but a parent may request a phone conference to present the student's version of the incident and question the complaining witnesses.** The school may prohibit questioning of other students if there is a good reason to do so (ex: bullying, harassment or any other reason that might impact the well-being of another student). The hearing will be scheduled as soon as possible and normally within 5 days prior to the suspension.

**Re-entry from In School Detention or Short Term Out of School Suspension:**

All students who return from short term suspension or in-school Suspension will be placed on a conduct plan sheet for 2 weeks. The Principal or Director of Student Life will determine whether or not the conduct plan sheet may be extended. In addition, we ask that all students take the following steps before re-entering the classroom or school. The length of a longer suspension may be reduced (at the discretion of the principal) if the following are satisfied:

- The student and parent meet with the principal or designee
- The student writes a letter of apology to the school and presents the letter to WCHS staff and/or students
- Students who are suspended two or more times must submit a "plan for improvement"
- Student's must participate in Mediation when applicable

**Recommendation for Long Term Suspension:**

A Long Term Suspension may be recommended by the Principal. A long-term suspension is an out-of-school suspension which is ten days or more (up to a year) due to severe infractions. Except in an emergency situation, prior to long term discipline of a student, an impartial hearing shall be conducted.

**Recommendation for Expulsion:**

If a student commits any major infraction, which constitutes an immediate threat to the safety of the community, he or she may be expelled permanently from the school. In addition, any breaches of Federal Law, New York State Law, or New York City Law, may be handled by the New York Police Department and may result in expulsion. Expulsion is defined as permanent exclusion from the school. Expulsion is an appropriate consequence when a student engages in disregard to the safety of others, and /or where it is necessary to safeguard the well-being of other students.

### **Impartial Hearing Procedures:**

Except in an emergency situation, prior to a long-term suspension or recommendation for expulsion of a student, a hearing shall be conducted and governed by the procedure outlined below. Whenever an emergency exists, the hearing provided shall be held as soon as possible.

- The school will provide written notice to the Parent or guardian within 72 hours of the incident of the date and time of the impartial hearing. The impartial hearing should occur within a reasonable amount of time of the incident and when all parties can convene but ideally within 10 days.
- A parent may request to postpone the hearing beyond the 10 days for a reasonable period to time to allow the parent and student to prepare their case. In such cases, if the student must remain out of school while awaiting the hearing, compensatory education will be provided. A student may be represented by counsel at the hearing at the student's/parents expense.
- The hearing will be conducted by the an impartial hearing officer (designated by the principal and approved by the Board of Trustees), who will call the meeting to order, introduce the parties and counsel where applicable, and swear in any witnesses called by the administration or the student
- A verbatim record of the hearing will be made either by a recording or by a stenographer.
- The charges will be introduced into the record by the Principal or designee.
- Formal rules of evidence will not be followed. The hearing officer has the right to accept hearsay and other evidence if he or she deems that the evidence is relevant or material to its determination.
- After the administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witness will be sworn, will testify, and will be subject to cross examination by the administration.
- In cases where the student denies the allegation, the hearing officer must determine whether the student committed the offense(s) as charged.
- The impartial hearing will be a bifurcated hearing of the guilt phase and the penalty phase.
- If the student is found guilty during the guilt phase of the impartial hearing, the hearing officer will deliberate on the disciplinary action to be imposed upon the student during the penalty phase of the impartial hearing. The hearing officer will review the student's attendance record, academic record and behavior in the school community during its deliberations on the issue. Both positive and negative factors will be considered during the penalty deliberation phase.
- Evidence of past disciplinary problems,, suspension or expulsion of a student, can be considered for long term suspension or expulsion, but may only be considered in the determination of the length of the long term suspension or expulsion and nature of alternative educational opportunity being offered.
- The hearing officer, after viewing the incident and the student's records, will make a recommendation to the Principal as to the appropriate discipline to be applied.

- The hearing officer, shall make finding as to the truth of these charges, if the student has denied them, whether the school has followed proper procedures, and in all cases the disciplinary action, if any, to be imposed.
- In keeping with the Gun Free Schools Act, it shall be the policy of the school to expel a student for one full calendar year whenever the student is in possession of a firearm. In this regard, the school has minimal discretion.
- The hearing officer shall report its final decision in writing to the principal and the principal will notify the student, the parent or guardian, within 10 days of the hearing. The notice will state the reasons on which the decision is based and the disciplinary actions to be imposed. Said decision shall be based on the evidence presented at the hearing.
- If a student withdraws from school after having been notified that a Long-Term Suspension or Expulsion hearing is pending, the hearing will be cancelled.
- A parent can appeal the principal's decision to the Board of Trustees within ten days by writing and sending a letter to the President of the Board of Trustees.
- If the parent is not satisfied with the decision of the Board of Trustees, they can contact the New York City Department of Education Charter School Office (Office of School Design and Charter Partnerships).

### **Disciplinary Considerations**

While WCHS has no tolerance for serious offenses, we do not use the term “zero tolerance” as the School analyzes every incident on a case by case basis, recognizing that the School's responsibility is to serve the child to grow academically, emotionally and socially into responsible citizens and that children must find their own paths in reaching this goal. However, in making every decision we do consider and balance the health and safety of the entire community.

## Student Consequence Matrix

| Offense  | First Offense<br>Penalty<br>Recommendation  | Second Offense<br>Penalty<br>Recommendation   | Third Offense<br>Penalty<br>Recommendation   | Fourth Offense<br>Penalty<br>Recommendation |
|--|---|---|--|---|
| <p style="text-align: center;"><i>Severe Offenses</i></p> <p><b>Including, but not limited to:</b><br/>Arson, Bomb Threat, Extortion, Tampering with Fire Alarm, Robbery, Weapon (possession or use of), Gang related intimidation or harassment, Sexual assault or battery, sexual harassment, sexual violation, pornography distribution, Bullying, Inappropriate use of electronics on School Grounds, Assault, Sale of drugs or alcohol.</p> <p><b>Please note that your direct or indirect participation in any event relating to the above offenses can result in the most severe penalty. Self defense or self protection or preservation or protection is not a valid excuse or justification for the offense.</b></p> | Expulsion and/or referral to law enforcement.   |   |  |   |
| <p><b>Academic Dishonesty</b> copying assignments, cheating on quizzes cheating on tests or exams, plagiarizing major projects or papers</p>   | Zero (0) on the assignment for all students involved, Parent notification. Teacher Intervention     | Zero (0) on the assignment for all students involved. Parent notification. Detention. | Zero (0) on the assignment for all students involved. Short Term Suspension. Parent Meeting. | Long-Term Suspension.                       |
| <p><b>Assault or battery of school personnel (teachers, aides, support staff, etc.)</b></p>  | Long Term Suspension. Referral to law enforcement.  |   |  |   |
| <p><b>Threatening assault of school personnel (verbal or physical)</b></p>   | Short Term Suspension.  | Long Term Suspension.   |  |   |
| <p><b>Breach of confidentiality/Privacy (after mediation or counseling)</b></p>  | Detention   | Short Term Suspension   |  |   |
| <p><b>Bullying, intimidation, harassment, excessive teasing, threatening of peers, cyberbullying, sexting, improper use of social media or electronic means to bully or harass</b></p>   | Parent Meeting. Teacher or Counselor Intervention. Short Term Suspension based on severity.         | Long Term Suspension.   |  |   |
| <p><b>Cutting Class:</b> being anywhere other than assigned class without permission, or missing a substantial amount of class time due to unexcused lateness.</p>   | Teacher Intervention.   | Teacher or Counselor Intervention. Detention.   | Grade Team Meeting. Parent Meeting. Short Term Suspension                                    | Long Term Suspension.                       |
| <p><b>Disruptive Behavior: ex: Excessive Talking/ Horse playing in class.</b></p>  | Teacher or Staff Intervention   | Detention   |  |   |
| <p><b>Drugs or alcohol:</b> selling, using, possession, or dispensing drugs and/or alcohol in school or school property or at any school related function. Possession of drug paraphernalia.</p>   | Parent meeting, referral to counseling; law enforcement; if necessary Recommendation for Suspension |   |  |   |

|   |   |  |   |  |
|---|---|--|---|--|
| <p><b><u>Electronic devices:</u></b></p> <p><b><u>Students may ONLY use their electronic device during their lunch period and in the cafe space. If the device is seen or heard anywhere outside of the café-it will be confiscated.</u></b></p> <p>Students may use electronics but must use them responsibly; Students may only listen to music with headphones; students may not take photos or audio/recordings of others during lunch.</p> | Item is confiscated <u>by school personnel</u> and will be released to the student at end of day. | Item is confiscated <u>by school personnel</u> and only released to a parent. Student is placed on contract. Student must hand in phone daily. | Item is confiscated <u>by school personnel</u> and only released to a parent. Detention | Item is confiscated <u>by school personnel</u> and only released to a parent.<br>Short Term Suspension |
| <p><b>Refusal to surrender electronic device.</b></p> <p><b>Note: Repeated disregard to this policy will be treated as Insubordination</b></p>  | Parent Meeting. Student Electronic Contract.  | Detention  | Short Term Suspension   | Recommendation for Long term Suspension.   |
| <p><b>Elevator Violation: Using the elevator without a proper ID or approved elevator pass.</b></p> <p><b>Note: Repeated disregard to this policy will be treated as Insubordination</b></p>  | Detention.  | Detention. Parent Conference/ Meeting.   | Short Term Suspension   |  |
| <p><b>Fighting (physical), Assault</b></p>  | Short Term suspension; Long Term Suspension Mediation upon return.                                | Long Term Suspension. Mediation upon return.   |   |  |
| <p><b>Forgery/Lying to School Faculty or Staff</b></p>  | Teacher or Staff Intervention.  | Detention.   | Short Term Suspension.  |  |
| <p><b>Gambling</b></p>  | Detention   | Detention. Parent Meeting.   | Short Term Suspension   |  |
| <p><b>Gang related activity:</b> using hand signs, tagging notebooks, wearing colors, etc.</p> <p><b>No Bandanas, beads or flags</b></p>  | Short Term Suspension.  | Long Term Suspension.  |   |  |
| <p><b>Hats or head wear:</b> must be removed and put away before entering building</p> <p><b>Note: Repeated disregard to this policy will be treated as Insubordination</b></p>   | Removed and returned at the end of the day.   | Removed and returned at end of week.   | Returned only to parent.  |  |
| <p><b>Inappropriate Attire:</b> Showing body parts and undergarments such as Bra and Shorts.</p> <p><b>Note: students will be required to wear school issued garments if parent cannot bring appropriate uniform articles. Repeated disregard for the uniform policy will be treated as Insubordination</b></p>   | Call home. Change of clothes bought in by parent.   |  |   |  |

|  |  |  |   |   |
|--|--|--|---|---|
| <b>Inciting a Riot</b>   | Recommendation for Expulsion.  |  |   |   |
| <b>Instigating/ Aiding and Abetting</b>  | Recommendation is based on underlying offense; aiders may be penalized as severely as those directly involved in the offense |  |   |   |
| <b>Insubordination:</b> Defiance of school authority (teachers and support staff) and disrespect to school personnel   | Teacher or Staff Intervention  | Detention  | Short Term Suspension                     | Long Term Suspension                        |
| <b>Leaving school grounds without permission</b>   | Detention  | Short Term Suspension                            | Long Term Suspension.                     |   |
| <b>Littering</b>   | Teacher or Staff Intervention  | Detention  |   |   |
| <b>Misuse of Bathroom:</b> Only <u>1</u> student is allowed to be in the bathroom at a time.   | Parent Meeting. Short Term Suspension  | Parent Meeting. Long Term Suspension             |   |   |
| <b>Misuse of Computer Resources</b> (hacking, violating copyright law, damaging equipment, etc.)   | Loss of computer privileges; parent meetings; Suspension. Referral to law enforcement  |  |   |   |
| <b>Pornography:</b> possession and/or viewing, downloading, or transmitting obscene or inappropriate materials.  | Parent Meeting; Recommendation for expulsion.  |  |   |   |
| <b>Profanity directed at faculty and/or</b> using inappropriate language or profane language   | Detention  | Short Term Suspension                            | Long Term Suspension                      |   |
| <b>Prohibited items:</b> Facsimile or toy of a weapon, firecrackers, poppers, pets, water balloons, etc. Any item that may cause a disruption to learning or endanger others.          | Parent conference. Long Term suspension.   |  |   |   |
| <b>Reckless endangerment;</b> acting in a manner that may cause bodily injury to staff, students, or visitors and guests i.e. throwing material from windows, pushing on the stairways | Long Term Suspension; Expulsion  |  |   |   |
| <b>Safety, endangering safety of student or staff (throwing objects and/or food, etc.)</b>   | Long Term Suspension; Expulsion  |  |   |   |
| <b>Sexual Misconduct</b>   | Long Term Suspension.  |  |   |   |
| <b>Skipping detention (after school or teacher detention)</b>  | Detention is doubled.  | In School Detention.                             | Short Term Suspension                     |   |
| <b>Smoking on school grounds and/or possession of tobacco</b>  | Long Term Suspension   |  |   |   |
| <b>Tardiness to school, pattern and/or persistent.</b> (Arriving anytime after 8:00am.)  | 5 days late Parent Notification meeting with advisor   | 10 days late= Detention. Meeting with Grade Team | 15 days late = Meeting with Administrator | 20+ days late Home Visit and/or Call to ACS |

|  |   |   |  |                                   |
|--|---|---|--|-----------------------------------|
| <b>Tardiness to class:</b> Arriving 1 to 15 minutes late without a note. More than 15 minutes may equate to cutting class. Reports will be run from attendance system.   | 5 lates = Teacher intervention-Parent Notification  | 10 lates = Teacher or Counselor Intervention. Detention. Parent Notification  | 15 lates = Parent Notification Meeting with Grade Team. Reflection as needed.  | 20 lates = Short Term Suspension. |
| <b>Theft/Burglary</b>  | Long Term Suspension/Expulsion with possible call to authorities  |   |  |                                   |
| <b>Trespassing:</b> Bringing outside visitors with Malice Intent   | Parent meeting. Detention.  | Short Term Suspension.  | Long Term Suspension.  |                                   |
| <b>Uniform Violation:</b><br><br><b>Note: students will be required to wear school issued garments if parent cannot bring appropriate uniform articles.</b><br><br><b>Repeated disregard for the uniform policy will be treated as Insubordination</b> | Parents called to bring uniform<br><br>*non-school clothing items i.e. sweaters, hoodies, scarves, etc. will be confiscated | Parents called to bring uniform Detention<br><br>*non-school clothing items i.e. sweaters, hoodies, scarves, etc. will be confiscated | Parents called to bring uniform Parent meeting with Administrator.<br><br>*non-school clothing items i.e. sweaters, hoodies, scarves, etc. will be confiscated |                                   |
| <b>Vandalism/Graffiti:</b> defacing and/or destruction of personal or school property  | Parent Meeting. Detention   | Short Term Suspension.  | Long Term Suspension.  |                                   |
| <b>Verbal Arguments</b>  | Teacher or Staff Intervention. Mediation  | Detention Mediation   | Recommendation for suspension. Mediation   |                                   |
| <b>Weapons possession</b>  | One year expulsion based on New York State statue with minimal discretion by school to issue less than one year expulsion   |   |  |                                   |

**Depending on the severity of the action, WCHS reserves the right to alter consequences at its discretion. Any of the above listed behavioral violations may be grounds for immediate expulsion based on the severity of the violation or degree of harm to the school community or disruption to the educational process. In addition, a combination of violations may warrant a greater penalty than the penalty for any single offense.**

**Interventions:**

In addition to the above consequences, school administration may include various interventions that are meant to be less punitive in nature but are available as a teaching tool in solving issues and preventing future incidents. Intervention and prevention approaches include but are not limited to guidance support and services to address personal and family circumstances; social/emotional learning, such as conflict resolution/peer mediation/negotiation, restorative circles, anger management, stress management, and/or communication skills acquisition; the use of alternate instructional materials and/or methods; enrichment services; alternate class placement; and/or development or review of functional behavioral assessments and behavioral intervention plans which should be developed and/or reviewed as an early intervention strategy.

For example, students have the opportunity to take part in the WCHS Student Court Program.

**Student Court** is a voluntary program, but offers an alternative to a Short Term Suspension and/ or loss of privileges. The Student court program coordinator has the discretion to deny that a case be heard by student court members if the referred student does not take the process seriously.

In order for a student to be referred to student court they must a) be in the process of being recommended for suspension based on a pattern of behavior or serious offense; or in the process of being removed from sports/clubs or activities and b) show accountability regarding the actions that took place. Student Court members do not determine guilt or innocence. When a parent and student agree to student court, they understand that the child made a bad choice and are open to completing an alternate sanction which is less punitive. The entire court process is meant to be a teaching tool for the respondent to learn alternative ways of handling situations so that the student doesn't find themselves in the same predicament in the future. If the student referred to student court does not complete the sanction or does not take the process seriously the Student Life Office will then show proof of intervention and non compliance and will recommend the original consequence to the principal, which is usually an Out of School suspension or Loss of Privileges (i.e.: senior activities or removal from clubs or sports).

## Definition of Terms

**Aiding and Abetting-** To assist in the commission of crime through words, acts, presence, or other encouragement and support.

**Appeal** – Requesting a review of a case by the next highest appropriate authority.

**Arson** – The act of intentionally setting a fire in school or on school grounds

**Assault** – Intentionally engaging in conduct which places another in reasonable danger of bodily harm/injury. Includes threats and verbal assaults.

**Battery** – Physical attack on another person.

**Battery of a school employee** – Physical attack on any employee of the *WCHS*.

**Bomb Threat** – Giving false information about the existence of explosives on school property.

**Bullying** – A pattern of behavior including physical or emotional harassment: hitting, biting, pinching and taking things away, and verbal harassment.

**Cheating/Plagiarism** – Violation of accepted academic ethics.

**Coercion** – The act of using forcible means to dominate or restrain another person.

**Defamation of character** – A written, printed, oral or pictorial statement of individuals or groups because of race, color, religious affiliation, gender, national origin, physical or mental handicap.

**Defiance of authority** – Refusal to listen to or cooperate with an adult in charge of the student activity.

**Disrespect** – The act of insulting, calling derogatory names, dishonoring or verbally abusing another.

**Disruptive behavior** – The act of being in behavior which disrupts the educational process of another student in the classroom or disregarding the suggestions and corrective efforts of the certified employee and any other person who provides a related service. Engaging in distracting or rowdy behavior on school property also constitutes disruptive behavior.

**Download** – The act of copying an electronic file from one computer to another.

**Drugs** – Substance that is mood altering.

**Due Process** – An established course of proceedings designed to insure the legal rights of each student.

**Parental Educational Neglect** – a child whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his parent or other person legally responsible for his care to exercise a minimum degree of care.

**Endangerment to Safety** – Any action which endangers the property or life of any student or staff member.

**Expulsion** – Removal of a student from school for gross disobedience or misconduct.

**Extortion** – Obtaining of money or information from another by coercion or intimidation.

**Facsimile of a weapon** – A copy or look alike instrument or device used for offense or defense.

**False fire alarm** – Tampering with fire apparatus.

**Fighting** – The act involving hostile bodily conduct in or on school property, or going to or from school, including any activity under school sponsorship (e.g., dance, athletic event, etc.). The issue of self-defense, if involved, must be validated.

**Fireworks/Explosives** – Substances or prepared chemicals that explode or cause explosion and are capable of inflicting bodily injury or damage to school facilities.

**Forgery** – The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or records.

**Gambling** – The act of performing any game of chance for money or property.

**Gangs/Gang Activity** – A “gang” is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts.

**Harassment** – Persistent and unwelcome and/or unwanted verbal or physical conduct between individuals or groups.

**Indecent Exposure** – The act of baring parts of one’s body in ways contrary to commonly recognized standards of propriety, behavior, decency and/or morality.

**Insubordination** - not willing to obey instructions from people in authority, or (of actions and speech etc.) showing that you are not willing to obey instructions.

**Instigation** – The act of inciting disruptive behavior or actions on the part of another person.

**Intimidation** – Deliberately frightening, disturbing, or inhibiting another person by threatening, coercing or stalking him or her.

**Leaving the School Grounds without Permission** – Leaving school grounds, school building, and school property adjacent to the building.

**Online** – working on a computer that is linked to other computers and information services over the internet.

**Possession of Alcohol and/or Drugs** – Possessing any mood-altering chemical on school property or at a school-related activity.

**Possession of Beepers, Pagers, and/or Cell Phones** – Possessing any portable communications devices on school property.

**Possession of Tobacco and/or Smoking** – Possessing or using any tobacco product.

**Radios, CD Players, etc.** – For security reasons, and to ensure a productive educational environment, non instructional electronic devices, including cell phones, CD players, ipods, etc, are not to be brought to school. School personnel will not be responsible for these or other electronic devices.

**Restitution** – Repayment for loss.

**Selling Drugs** – Intent to sell or actual selling of a mood-altering chemical including alcohol, narcotics, controlled substances, look-alike substances, etc.

**Sexual Assault/Battery** – Intentionally or negligently engaging in sexual conduct which would result in bodily harm.

**Sexual Harassment** – Any unwelcomed, and/or unwanted, and/or inappropriate verbal communication of sexual nature between individuals or groups, such as pressuring another for sexual activity, displaying sexual graffiti, making inappropriate sexual references, or using obscene gestures or looks.

**Sexual Violation** – Any unwelcome, and/or unwanted, and/or inappropriate physical conduct of a sexual nature between individuals or groups which may include grabbing, patting, pinching, kissing, or hugging.

**Suspension** – Temporary removal from school.

**Theft and/or Possession of Stolen Property** – The act of taking, possessing, or acquiring the property of others without their consent. The school does not assume responsibility for lost or stolen items. Students are responsible for properly securing all personal belongings.

**Truancy** – The failure to attend school without a valid reason.

**Upload** – the act of copying an electronic file from one computer to another.

**Vandalism, Defacing and/or Destruction of Personal or School Property** – Destroying or defacing personal or school property, including graffiti. The offender will be required to pay for the damages.

**Verbal Abuse/Profanity** – Vulgarity and offensive or abusive language and/or disrespect by words and/or gestures.

**Weapon** – Any instrument or device used for offense or defense. Any instrument, device, material or substance that is used for or is readily capable of causing death or serious bodily injury.

## **Williamsburg Charter High School Locker Policy**

### **Lockers are School Property**

All lockers assigned to students are the property of The Williamsburg Charter High School. At no time does the School relinquish its exclusive control of its lockers and the School will have full access to every locker throughout the school building at all times. All Students will be given a lock at the beginning of the year. Students, who do not return their lock, will be charged \$5.

### **Appropriate Use of School Lockers**

The school assigns lockers to its students for convenience and temporary use. This is a privilege that can and will be revoked for students who do not comply with the rules laid out in this policy. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear for after-school sports, grooming aids, or lunch. Items found in lockers that do not comply with the expectations outlined in the Community Covenant or in this policy will be dealt with accordingly. This includes personal electronic devices. Students are solely responsible for the contents of their lockers and should not share their lockers with other students nor allow another student access to their locker for any reason. Lockers will be assigned at random and students may not switch lockers with each other.

### **Locks**

Only school-approved locks can be used. Any other lock is not approved by the school and shall therefore be clipped at the end of the day, leaving your belongings unlocked. The School is not responsible for your belongings should it need to clip your lock, leaving your locker open. For your convenience, the school has chosen these specific locks in order to support you in the case that you may forget or lose your combination. In such event, you must go to the Security office to have your lock opened.

### **Decoration of Lockers**

Students are permitted to decorate the inside of their locker with the following restrictions:

- No stickers of any kind can be placed on the inside or front of any locker
- While magnetic decorations are preferred, masking tape is the only adhesive permitted when hanging pictures or other personal items in lockers
- Students should not decorate the outside of their locker. However, with the Grade Director's permission, the outside of student lockers can be decorated on special occasions. Again, only masking tape can be used to adhere items.

### **Designated Locker Times**

**Students will not be permitted to visit lockers during class time.** Students may only visit their locker during passing time between periods and before and after school. Excessive lateness to class may result in the temporary or permanent suspension of locker privileges by the Grade Directors or his/her designee. Congregating and/or loitering around lockers is strictly prohibited.

### **Search of Locker Contents**

The Director of Safety or his designee reserves the right to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. They shall not be obligated but may request the assistance of a law enforcement officer in conducting a locker search. However, in the course of a locker search, the searching party shall respect with reason the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **Seizure:**

When conducting locker searches, the Director of Student Life or Director of Safety or a designee may seize any illegal or unauthorized items, items in violation of this policy, or any other items reasonably determined by the searching party to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies. Any items seized shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of students shall be notified by the school leader or his/her designee of items removed from the locker.

## Williamsburg Charter High School Electronic Device Policy

- Electronic devices of any kind including, but not limited to, iPods, cell phones, MP3 players, etc. are **ONLY** allowed to be used in the **café space during the students designated lunch period.**
  - When using electronics on school grounds, the following is prohibited:
    - Loud music. Students must use **headphones.**
    - **Taking unauthorized photos and audio/ video recordings of others.**
    - Making sexual suggestive comments, innuendos, propositions or similar remarks, or engaging in nonverbal sexual nature. (sexual misconduct)
    - Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying)
    - Posting, distributing, displaying or sharing literature or material containing a threat of violence, injury or harm, depicting violent actions against or obscene, vulgar or lewd pictures of students or staff.
    - Using slurs based on actual or perceived race, ethnicity, color, national origin, citizenship/ immigration status, weight religion, gender, gender identity, gender expression, sexual orientation or disability.
  - Electronic devices may not be used during school fire drills or other emergency preparedness exercises.
  - Students are not permitted to charge electronic devices in school.
  - Students are prohibited from using electronic devices to engage in scholastic dishonesty, which includes but is not limited to cheating, plagiarizing and colluding.
  - Please note the following consequence if a student brings an electronic device and the device is *Seen/Heard* **anywhere outside of the café during designated lunch period.**
    - First offense: The electronic device will be confiscated and can be picked up after-school.
    - Second offense: The electronic device can only be picked up by a parent/guardian during pre-designated day. Parent and child must sign electronic contract where student will hand in phone daily.
- Third offense: The electronic device can only be picked up by a parent/guardian during a pre-designated day and student will receive a School Detention. Subsequent violations may result in expulsion.
- Please note that if a student brings an electronic device and the device is *Stolen/Lost*, the school is not responsible.

**Please Note: As per the Community Covenant/Student Life Guide, failure to hand in electronic device to staff after it has been seen or heard may result in *disciplinary action.***

**Once confiscated school staff has the right to review the most recent electronic transactions made with or accessed by the electronic device if there is reasonable suspicion that such transactions were in violation of school policy or state or federal law.**

## Uniform Policy for 2015-2016 School Year

Students are expected to come to school every day in full uniform and wear the uniform at all times.

### **Year-Round Uniform**

White button-down-Oxford shirt with collar or Grade Polos

Tie (recommended with Oxford shirt)

Uniform black pants or skirt (skirt may not be more than 2 inches from the knee)

WCHS Blazer, sweater or vest

All Black or Brown Shoes

**Absolutely no white polos: All White Shirts must be Oxford button down shirts**

### **Black or Brown Shoes**

- Must be solid **Black** or **Brown**.
- No over the knee black or brown boots.
- Shoes must laced at all times.

No open toe shoes or sandals.

### **Please note the following:**

- Uniform Black pants must be business casual. **Absolutely no Capri's, baggy pants, skinny pants shorts or black joggers.**
- **No changing at School: while on school property, students must wear their uniform only, Students may not change into non uniform items because they are "going home"**
- When wearing the WCHS hooded sweater, students may not place the hood on their heads. Headgear is strictly prohibited.
- Absolutely no non-uniform jackets or sweaters are permitted after scanning in. If a student is worried about being cold inside the building, he/she should wear a uniform sweater. Absolutely no colored shirts or hoodies are permitted under the uniform polo.
- Students will be required to wear school issued garments if parent cannot bring appropriate uniform articles. Repeated disregard for the uniform policy will be treated as insubordination.
- Students who do not adhere to the Uniform Policy will be subject to disciplinary actions based on the severity and number of violations. Parents will be notified if the student is not in full uniform. Non-uniform items (e.g. sweaters, hoodies, scarves etc.) are NOT allowed and will be confiscated.

## **Student Email and Social Network Policy: Use of Email for Official Correspondence with Students and Use of Social Networking**

### **1. Williamsburg use of email**

Email is a mechanism for official communication within Williamsburg Charter High School. Williamsburg Charter High School has the right to monitor such communications sent and received. **Official email communications are intended only to meet the academic and administrative needs of Williamsburg's community.**

### **2. Assignment of student email**

Official Williamsburg Charter High School email accounts are available for all enrolled students. The addresses are all of the form [\[First Name + Last Four \(4\) Digits of OSIS\]@gmail.com](#). The official email address will be maintained by the Director of Information Technology.

### **3. Directions for Accessing Student Email**

Please visit **gmail.com** to log in. Please see your Grade Director if you need your student login information.

### **4. Students MAY NOT Redirect Email**

Students are NOT allowed to have email redirected from their official student Gmail account to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server) or from another email address to their school Gmail account. Williamsburg Charter High School will not be responsible for the handling of emails by outside vendors.

### **4. Expectations about student use of email**

Please be advised that the Student Consequences Matrix in the Community Covenant applies to use of student email and student conduct over email and computers – even if the messages are sent after school hours and/or off campus. Students have the responsibility to use school email only for school and education-related purposes and to conduct themselves in an appropriate and professional manner.

### **5. Authentication for confidential information**

It is a violation of Williamsburg Charter High School policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a Williamsburg office, faculty/staff member, or student. To minimize this risk, some confidential information may be refrained from the email server. In these cases, students will receive email correspondence directing them to see their Advisors, where they can access the confidential information. Confidential information will not be available in the email messages, unless absolutely necessary.

### **6. Privacy**

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important

that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

## **7. Social Networking**

Teachers and Current Students should not use social networking tools for communication. In other words, students and teachers should not “friend” each other or post on each other social networking sites.

## Williamsburg Charter High School Student Bullying and Harassment Policy

The Williamsburg Charter High School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, WCHS has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as process and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the network. The school prohibits harassment, bullying, hazing, cyber bullying or any other victimization based on real or perceived, including but not limited to, race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics.

This policy is in effect while students are on property within the jurisdiction of the school; while on school-owned and/or school-operated vehicles; while attending or engaged in school functions; and while away from school grounds if the misconduct directly affects the good order and efficient management and welfare of the school. If after an investigation in the course of due process a student or staff member is found to be in violation of this policy, the student or staff member shall be disciplined by measures up to and including suspension, expulsion or dismissal.

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student or staff member that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Unreasonable interference with a student or staff member's performance or creation of an intimidating offensive or hostile learning environment.
- Sexting and cyberbullying – which is understood to mean in the most general sense using any electronic means of communications (including but not limited to email, instant messaging or posting on social network sites) to carry out any of the behavior/overt acts or circumstances listed above.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors;

- Requiring that a student submit to bullying or harassment by another student either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.

Retaliation against a student because the student has filed a bullying or harassment complaint, or assisted or participated in a harassment investigation or proceeding, is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measure up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

The school will promptly and reasonably investigate allegations of harassment. The building Principal, Assistant Principals and Grade Directors will be responsible for handling all complaints by students or staff alleging harassment.

It will also be the responsibility of the Director of Student Life and Safety in conjunction with the investigator to develop procedures regarding this policy. The Office of Student Life will also be responsible for organizing training programs for student, school officials, staff and volunteers who have direct contact with children. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The Principal or his/her designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the network. The Principal shall report to the board on the progress of reducing bullying and harassment across the school.

Cyberbullying:

Williamsburg Charter High School will discipline and/or refer victims to Law Enforcement whenever evidence of cyberbullying is proven. Cyberbullying takes place through the use of computers, cell phones and other electronic devices. Examples of cyberbullying include:

- Sending hurtful, rude, or mean text messages to others
- Spreading rumors or lies about others by e-mail or on social networks
- Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others

Cyberbullying can be understood in a variety of ways, but all include the following: it is deliberate, harmful, uses electronic technologies and is usually repeated over time. An imbalance of power is usually involved, but may be more difficult to describe since it may come from having proficiency with technology, or due to having possession of some information or content that can be used to harm someone else. One can be found guilty of cyber bullying by initiating the communication or participating in the communication or by being aware of the situation and not taking any action to stop it or notify an authority about it.

Williamsburg Charter High School's DASA (Dignity for All Students Act) Coordinator is the Assistant Principal of Student Support Services, Roberta Smith. Please contact Ms. Smith at 718-782-9830 or [rsmith@thewcs.org](mailto:rsmith@thewcs.org) should you have any questions or need to report an incident or concern. New York State's Dignity for All Students Act seeks to provide all public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment and bullying on school property, as well as on a school bus or at a school function.

The School's Dignity Act Coordinator ("DASA Coordinator") has been trained to handle human relations in the area of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

## **Section 504 of the Rehabilitation Act of 1973**

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Office for Civil Rights (OCR) enforces Section 504 in programs and activities that receive Federal financial assistance from ED. Recipients of this Federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies, such as the Williamsburg Charter High School (WCHS). The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. Part 104.

The Section 504 regulations require WCHS to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

It is the intent of WCHS that parents of students who may have a disability under Section 504 be informed of their rights. A person with a disability is defined as a person who has a physical or mental impairment which substantially limits one or more major life activities, excepting disabilities that are transitory (6 months duration or less) and minor.

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

### **You have the right to:**

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have WCHS advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free, appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have WCHS make reasonable accommodations in the educational program and placement to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
6. Have your child receive special education and related services if he/she is found to be eligible under state or federal special education law or if he/she requires specialized services under Section 504.

7. Have evaluation, planning and placement decisions made based upon a variety of information sources, and by persons who know your child, the evaluation data, and placement/program options.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by WCHS.

9. Examine all of your child's educational records and obtain copies of those records at a reasonable cost, unless the fee would effectively deny you access to the records. You also have the right to request an explanation and interpretation of your child's records. Should you disagree with the records maintained by WCHS for your child because you believe them to be inaccurate, misleading, or otherwise in violation of the privacy rights of your child, you may request that they be amended. If WCHS refuses your request, you have the right to a hearing.

10. Request a meeting with the 504 Compliance Officer to review any concern over the actions of WCHS with respect to the identification, evaluation, educational programs, or placement of your child. This meeting is not required by law, but frequently can resolve concerns.

11. Request mediation and/or an impartial hearing, with WCHS's Board of Trustees, related to any decision or action regarding your child's identification, evaluation, educational program or placement. You and your student may take part in the hearing before an impartial hearing officer and have an attorney represent you. Under certain circumstances, you may be entitled to an award of reasonable attorney fees.

12. Appeal the decision of the hearing to the New York City Department of Education (NYCDOE). If you disagree with the outcome of the hearing with the NYCDOE, you may then appeal to the Board of Regents of the New York State Education Department .

13. File a Complaint with WCHS or the Office for Civil Rights if you feel the WCHS has not acted in accordance with the law. The District 504 Compliance Officer will assist you in filing a Complaint or you may directly contact:

Office for Civil Rights  
U.S. Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500

**The 504 Compliance Officer for Williamsburg Charter High School is:**  
Tanishia Williams, Principal.

**More information regarding the rights of students with disabilities can be found on the New York State Education Department's website at:**

<http://www.p12.nysed.gov/specialed/publications/psgn1211.htm#appeal>

## Williamsburg Charter High School Parental Agreement

The following is a summary of our rules and policies to which you are expected to adhere as a member of our school community. You must read the WCHS Community Covenant to learn about the details of these rules and policies:

I recognize that I am a major part of my child's success at School and I recognize that I need to be attentive and assist in encouraging and enforcing the community rules below.

- **Uniform**
  - My child **MUST** wear the full uniform every day **AND** I will make sure that the uniform policy is followed starting at home. If my child does not wear uniform attire and I am unavailable to bring appropriate uniform articles to the school, my child will be required to wear school issued garments.
- **Electronics**
  - My child is only allowed to use electronics in the café space during their designated lunch period.
  - In the event that my child brings an electronic device to school, that is seen and/or heard, or used inappropriately as outlined in the school electronic policy, it will be confiscated and actions will be taken as per the student matrix.
  - I understand that I must call the school if I need to contact my child during the school day and not try to reach my child on his/her electronic device during the school day.
  - The school is not to be held responsible for electronics being lost, stolen or damaged. It is my child's responsibility to take proper care of his/her device, and devices may not be charged in school.
- **Leaving school grounds**
  - Under no circumstance are students under the age of 18 allowed to leave the school without an adult.
  - Students who are at least 18 years of age may sign themselves out of school with parental permission ONLY.
- **Attendance Policy**
  - Always contact the school when your child will be late or absent.
- **Testing policy**
  - Makeup tests are at the discretion of the teacher, except when a medical excuse is provided. Students should try their best to not be absent during exam days.
- **Academic expectations**
  - The school will teach and tutor students, but it is up to them and me to ensure that they attend and benefit from the services provided in school.
- **Expected conduct**
  - Patterns of negative behavior that impede or disrupt my child's or other students' learning may result in disciplinary action.
- **Parent Association**
  - As a member of the WCHS community I am a member of the parent association and I will do my best to be involved in the events planned for the parent association.
  - I will attend parent meetings.
  - I will maintain accurate records with the school (phone numbers, emergency contacts and address must be up to date).
- **Exit procedure**
  - I recognize that I have certain rights with regard to due process should my child be disciplined including the ability to appeal a decision if necessary.
  - I am responsible for finding a new school for my child by going to the high school placement office if I am not satisfied with the WCHS or if my child is expelled.
- **Parent Conduct**
  - When in attendance at my child's school, it is necessary for me to communicate in an orderly and respectful tone.
  - I understand that the school reserves the right to ask me or an advocate to leave the premises if the tone or behavior is threatening, bullying or aggressive. It is the school's discretion to call law enforcement.
  - **I understand that if the school contacts me regarding my child, it is imperative that I respond.**

**As a parent and member of the WCHS community, I agree to respect the rules set forth above and as they are explained in the Community Covenant which I have received.**

Print & Sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's/children's name(s) \_\_\_\_\_,