



February 2008

Dear All WCHS Parents:

I would like to take this opportunity to **WELCOME** all new parents and **WELCOME** back all returning parents to The Williamsburg Charter High School. I would also like to **congratulate** all the parents of the **seniors** of our first graduating class as they have also worked hard to get to this point along with their children.

I would like to take this opportunity to introduce myself. My name is **Allison Witkowski, Director of Parent Relations**. I have been working at WCHS since the first day helping parents get the resources they need. I am available to assist all parents in whatever issues or concerns you all might have about the school or your children. I have helped parents of our school get medical insurance, glasses, and hearing aids. So if you need help getting something, please do not hesitate to contact me. I will be more than happy to help locate the resources that you need. I am always available **during school hours from 7:30 am to 4:30 pm at (718)782-9830 X204**

If you need to reach me **after school hours only** you can call me on my cell phone. As a parent myself I understand that sometimes you think of something or you hear something when school is not in session that you need to verify or find out an answer to right away. So please do not hesitate to call me on my cell phone anytime. **Please note my new cell number is (347)206-4686**

Below is a brief summary of how a Director of Parent Relations is here to help you as parents.

- ◆ **I will serve as point contact person for all parents.**
- ◆ **Being accessible to and assisting all parents with issues and concern related to their child and school.**
- ◆ **Hosting parent workshops and meeting on issues of interest to parents.**
- ◆ **Conduct outreach and encourage parents to attend parent-teacher meetings and monthly parent meeting.**
- ◆ **Surveying parents on information they may need from the school.**
- ◆ **Providing information, resources and support for families to support learning at home.**
- ◆ **Provide meaningful opportunities for parents to become involved.**
- ◆ **Building a positive working relationship with the members of the school community, including principal, parents, teachers, students.**

I do have an open door policy; you do not need an appointment to come and see me so you can just stop by. You will have to sign in at the main office as a visitor, but anytime you need anything you can either call or come in and I will help you with any issues you may have.

Our first parent workshop will be on **How to access the WCHS website**. This workshop will be held on **Thursday, October 4, 2007 at 6:00 pm sharp**. It will teach parents new and old on how



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to access the website portals, how to check their child's grades, schedule, and attendance. This workshop will be very helpful for all parents. Please make every effort to attend.

I would be interested in learning what type of workshops you as parents think would be helpful for the parents of our school community. If you have an idea for a workshop that you would like to attend please let me know and we will see what we can do to schedule that workshop.

Parent meetings are held monthly and all parents are encouraged to attend. At these meetings you will find out what is happening in the school and around the community. I would also like to invite guest speakers to our monthly parent meetings. If there is anyone that you would like us to invite to talk at a meeting that you think will be helpful to all parents, please let me know and we will arrange for them to come and speak to the parents.

Also as a reminder your child has to do **50 hours of community service** before they graduate. Please advise them to come and see me if they have any questions or concerns involving community service.

Please also make sure that you read and understand the **Student Life Guide**. This is very important as it explains how your child should behave and dress while attending school. It also explains what the consequences are if the child does not adhere to the rules of the school. Please make sure that you are aware when your child has detention as they will have to stay 1 hour after school. Detention schedule is as follows:

**Detention is 4:15 pm - 5:15 pm Mondays - Friday, Monday is freshman, Tuesday is sophomores, Thursday is juniors, Friday is seniors. There is no detention on Wednesdays; students are dismissed at 1:45 pm.**

Please also remind your child that it is very important that they leave the school area as soon as they are dismissed. As everyone is aware, we sometimes have issues with other schools in the area and we are doing everything we can to prevent incidents from happening, but if your child hangs around school after dismissal we cannot protect them from other students in the area. So make sure they understand when they get out they need to go straight home and not hang around the park.

If you have any questions or concerns I am available to talk to you at anytime. If you feel that it is important and you cannot wait, you can always contact me on my cell phone.

I look forward to working with each and every parent of our school.

**PARENT PARTICIPATION IS VERY IMPORTANT AT YOUR CHILD'S SCHOOL! PLEASE ATTEND MONTHLY PARENT MEETINGS AND GET INVOLVED WITH THE PARENT SCHOOL ASSOCIATION!! WE CAN'T DO IT WITHOUT PARENTS!!**

Sincerely,

Allison Witkowski  
Director of Parent Relations  
The Williamsburg Charter High School