

## WILLIAMSBURG COLLEGIATE CHARTER SCHOOL

*Student Application 2009-2010*

### Mission

The mission of Williamsburg Collegiate Charter School is to prepare each student for college. Williamsburg Collegiate is a free, public middle school that opened in Brooklyn in August 2005. We are serving 250 students in grade 5-8 during the 2008-09 school year, and will eventually grow to serve grades 5-12. We are currently accepting lottery applications for students entering grade 5 in 2009-10, and waiting list applications for students entering grades 6, 7, 8, and 9.

### Enrollment Questions

- **How do I apply to your school?** For 5<sup>th</sup> grade spots, you must have a child who will be entering grade 5 in August 2009. You must submit an application by the Wednesday, April 1, 2009 deadline (see instructions below). All students who have applied by the deadline will be entered into our public lottery (which we welcome you to attend) held on April 6, 2009 at 6:00 PM. 5<sup>th</sup> grade applications submitted after the Wednesday, April 1, 2009 deadline and student applications for grades 6, 7, 8, and 9 will be added to the appropriate grade level waitlist based on the date and time the application is received.
- **How do I find out more about your school?** We encourage you to attend an information session or visit our website for more information about our school. Williamsburg Collegiate will be holding information sessions at our school on the following dates:
  - Saturday, Feb 28, 1-2PM
  - Saturday, March 14, 1-2PM
  - Saturday, March 21, 1-2PM
  - Wednesday, March 25, 6-7PM
  - Thursday, March 26, 6-7PM
- **How do you select your students?** All completed 5<sup>th</sup> grade applications received by the application deadline will be entered into our public lottery. After submitting proof of residence, students who live within our Community School District (CSD) will receive lottery preference. Please read the next page carefully for more information about this new state requirement. All late 5<sup>th</sup> grade applications or applications for grades 6, 7, 8, and 9 will be added to the appropriate grade level waitlist based on the date and time the application is received.

### Enrollment Timeline

Wednesday, April 1	<p><b>All applications for 5<sup>th</sup> grade are due <u>in hand</u> by 6:00 PM on Wednesday, April 1, 2009.</b></p> <p>Completed applications may be submitted by the student's parent or guardian at an information session. Applications may also be brought or mailed to the school at the following address:</p> <p style="text-align: center;">Williamsburg Collegiate Charter School 157 Wilson Street, Rm 401 Brooklyn, NY 11211</p>
Monday, April 6	Our public lottery for 5 <sup>th</sup> grade is scheduled for 6:00 PM in the auditorium. Families are welcome and encouraged to attend the lottery. After the lottery, admitted and waiting list applicants will be notified of their status by mail.
Monday, April 20	Enrollment confirmation from accepted applicants must be received by mail or phone by 6:00 PM. Families from whom a confirmation has not been received by this date will be considered to have declined their acceptance. If accepting by phone, families must send a written confirmation of their acceptance by Monday, April 27.

Please call the school at 718-302-4018, email the school at [familyinfo@collegiatecs.org](mailto:familyinfo@collegiatecs.org), or visit our website at <http://collegiatecs.org> to find out details about upcoming information sessions or other enrollment information.

## **Frequently Asked Questions**

- **What is a charter school?** A charter school is an independently run public school that is granted greater flexibility in its operations, in return for greater accountability for performance. New York charter schools must have their charters renewed every five years. Charter schools accept students completely at random through a lottery.
- **Is there a cost to attend your school?** Absolutely not. Charter schools are tuition-free, like all public schools. All students, regardless of background, are eligible to submit an application for the lottery.
- **Do you provide transportation and breakfast and lunch?** Yes. Students at our school are eligible for the same transportation provided for all eligible New York City public school students. We provide free breakfast and free lunch to all our students as well.
- **My child is on an IEP or receiving other special services, can you accommodate his/her needs?** Yes. We work with the student's Committee on Special Education to accommodate all children and their individual learning needs.
- **Does your school provide services for English Language Learners?** Yes, services are available to support children who are English Language Learners.
- **Is there a school uniform?** Yes, the school uniform consists of khaki pants/khaki skirts and Oxford-style shirts and sweaters with the school logo purchased through Lands' End.
- **Where is your school located?** We share space with PS 16 in Brooklyn. The building is on 157 Wilson Street between Bedford Avenue and Lee Avenue in south Williamsburg.

**Important Information About Community School District Preference** (\*Note: Only necessary for 5<sup>th</sup> grade lottery applicants who are applying before April 1, 2009)

Based on legislation passed in the spring of 2007\*, beginning in the 2008-2009 school year, all New York City charter schools must give preference to students residing in the Community School District (CSD) in which the charter school is located. However, students who reside outside the CSD are eligible to apply and may be admitted if space permits.

### **Williamsburg Collegiate Charter School is located in Community School District (CSD) #14.**

**To determine your CSD**, please visit the New York City Department of Education website: <http://maps.nycboe.net>. Type in the four pieces of address information at the top of the page (Borough, House #, Street Prefix (if any), Street Name) and press Go. **Please note that this website is for informational purposes – you will receive confirmation of your CSD after you submit an application and proof of address.**

Your CSD is based on either the elementary or the middle school districts listed at the bottom of the page. Your child will be given preference in the lottery if you reside in CSD 14 for either the elementary school or the middle school. (Sometimes the districts will be different, sometimes the same.) If you are unable to access this website, please call the Office of Family Engagement and Advocacy at 212-374-2323.

**ACCEPTABLE PROOFS OF RESIDENCY**

To verify that your address is located within the Community School District in which Williamsburg Collegiate is located, you must provide one of the following documents. (Copies of these are acceptable.)

Accepted Documents	Valid Date for Document
A residential utility bill (gas or electric) in the resident’s name issued by National Grid, Con Edison or the Long Island Power Authority	Within 60 days prior to application submission
Document on letterhead from federal, state or city agency – including City Housing Authority or the Human Resources Administration – which states home address	Within 60 days prior to application submission
Official payroll documentation from an employer such as a form submitted for tax withholding purposes or a payroll receipt.	Within 60 days prior to application submission
An original lease agreement, deed or mortgage statement for the residence	Any date
A current property tax bill for the residence	Must cover time period including date of application submission
A water bill for the residence	Past six months

**If subletting or residing in a home where the parent is not a lease-holder:** You must provide a notarized “Address Affidavit” signed by both the primary leaseholder and the parent affirming that the family is residing in this home. **Please submit one of the forms of proof above that shows the leaseholder’s name.**

**If you do not provide one of the above-listed documents to our Main Office by the application deadline of April 1, 2009, your child’s application will be entered in the lottery for admission, but will not be eligible for CSD preference.**

The following are NOT acceptable forms of proof of address:

- Cable bill
- Driver’s license
- Letter from an employer
- Medical or insurance card
- Phone bill

Please note that we reserve the right to ask for additional documentation to establish that your address is within the school’s CSD. In addition, we reserve the right to expel any student if false CSD documents have been submitted with the application.

Any questions about determining your CSD must be resolved in advance of April 1, 2009 to ensure your child has been properly registered for the lottery.

\*Amended New York Charter Schools Act of 1998, section 2854(2)(b)

*Note:* The information collected on this application will be used to determine eligibility for enrollment and to collect general information. It will not be used to discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement.

**PLEASE PRINT CLEARLY**

**STUDENT INFORMATION**

Applicant name: \_\_\_\_\_  
*First Middle Last*

Grade entering in 2009-10:     5     6     7     8     9

Gender (*optional*):     Male     Female                      Birth date:                      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month / Day / Year*

Current school: \_\_\_\_\_                      Language spoken at home (*optional*): \_\_\_\_\_

**FAMILY INFORMATION**

Parent/Guardian #1: \_\_\_\_\_  
*First Middle Last*

Relationship to applicant: \_\_\_\_\_

Parent/Guardian #1 Phone: home \_\_\_\_\_ work \_\_\_\_\_ mobile \_\_\_\_\_

Parent/Guardian #1 E-mail address: \_\_\_\_\_

Parent/Guardian #2: \_\_\_\_\_  
*First Middle Last*

Relationship to applicant: \_\_\_\_\_

Parent/Guardian #2 Phone: home \_\_\_\_\_ work \_\_\_\_\_ mobile \_\_\_\_\_

Parent/Guardian #2 E-mail address: \_\_\_\_\_

Home address of primary parent/guardian:

\_\_\_\_\_  
*Street number Street name Apt. # City State Zip*

Mailing address (if different):

\_\_\_\_\_  
*Street number Street name Apt. # City State Zip*

Name(s) of siblings already attending WCCS: \_\_\_\_\_

Name(s) of sibling(s) also applying to WCCS this year: \_\_\_\_\_

***Please note that you must submit an application for each child individually.***

<b>Office Use Only</b> Date: Time: Initial: CSD?    Y    N
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## HOW DID YOU HEAR ABOUT WILLIAMSBURG COLLEGIATE?

- Current school
- Friend/family member
- Child care provider /Head Start (if so, which one?) \_\_\_\_\_
- Saw an ad in public transit (if so, where?) \_\_\_\_\_
- Saw a flier (if so, where?) \_\_\_\_\_
- Received information in the mail
- Received a postcard in the mail
- Saw an ad in a newspaper (check all that apply)
  - Our Times Press
  - Caribbean Life
  - Brooklyn Family
  - Brooklyn Parent
  - Williamsburg Courier
- Website/Internet (if website, which one?) \_\_\_\_\_
- Other (please list) \_\_\_\_\_

**\* Please remember to attach copies of your proof of residency documents if your address is located within the same Community School District as WCCS (CSD #14), so you can establish your child's eligibility for CSD preference.**

### APPLICANTS PLEASE NOTE:

- It is the responsibility of the applicant to guarantee all information is accurate. Please thoroughly review this application before submitting it.
- You must notify Williamsburg Collegiate Charter School if your contact information changes. If your contact information changes and we are not notified, we will be unable to reach you and your spot on the accepted or waiting list of applicants will be in jeopardy.
- Applicants will be notified in writing of the results after the lottery. Please do not call to inquire about placement until after the lottery has been held.
- Information in this application packet is subject to change without notification.
- By submitting this application, you agree that the school records of the student for whom you are submitting this application may be used for studies of this charter school. In these studies, only aggregate outcomes, not individual students' outcomes, will be reported.
- WCCS is participating in a study conducted by Mathematica Policy Research, Inc. (MPR) and the University of Washington. The study hopes to produce evidence on how schools run by Charter Management Organizations (CMOs), such as Williamsburg Collegiate Charter School, affect student learning and preparation for high school and college. For your child to participate in the study, MPR asks your permission to obtain your child's school records, which include information on your child's attendance, test scores, and other educational outcomes. MPR will protect the confidentiality of all information collected in the study, as required by law. Your decision whether or not to participate in the study will have no impact on your child's likelihood of admission to WCCS.

**Do you give permission for your child to participate in MPR's National Evaluation of Charter Management Organizations?**

*YES, my child, \_\_\_\_\_, CAN participate in the evaluation and I authorize his/her school, district, or state to release his/her student administrative records.*

*NO, I do not consent for my child, \_\_\_\_\_, to participate in the evaluation.*

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

\_\_\_\_\_  
**Date**

## UNDERSTANDING OF EXPECTATIONS

Students selected for enrollment by lottery or waiting list must provide evidence in the form of permanent transcripts and report cards that they will complete their current grade by August 2009. If selected by lottery, students **MUST** take an assessment exam in the spring to determine possible summer session participation and appropriate grade placement. Families must sign a Permanent Records Release in order for the school to obtain the student's permanent transcript/health records.

## FAMILY ACCOUNTABILITY CONTRACT

In order for students to learn and grow, it is essential that we all do our part. Williamsburg Collegiate Charter School students, parents, teachers, and administration all have responsibilities to promote student learning and growth. We are all educational partners who must do our part so that students can learn to the best of their ability.

The Student Handbook outlines what students, teachers, and the School Leaders must do to ensure student success. **This Family Accountability Contract describes important responsibilities and school expectations that families must understand and accept once they have made the choice to apply to and enroll at this school.** We know that the choice you made in coming here is a precious one and we want to make sure that you have a full understanding of your responsibilities as a WCCS family.

**Please check each box to verify your agreement with the school's expectations:**

### ATTENDANCE

- I will ensure that my child comes to school every day on time to begin school at 7:45 AM.
- I understand that if my child is absent more than 10 days of the school year, he or she will have to repeat his or her current grade.
- I will make sure that my child promptly makes up missed work following absences.
- I understand that an absence is excused if I have contacted the school and written a detailed note regarding student illness, family emergency, or religious observance.
- I understand that my child will not earn credit for work missed after unexcused absences, including but not limited to: family vacations, participation at sports tournaments, and attendance at entertainment events.
- I understand that the school day ends at 4:30 PM, but my child may be required to stay until 5:30 PM if his or her homework is incomplete and/or he or she has earned Detention.
- I agree to make alternative transportation plans if my child is not dismissed until 5:30 PM.
- I understand that my child will not be permitted to enter the building before 7:15 AM and will report to an assigned "before-school" area before 7:45 AM.

### HOMEWORK

- I agree to check my child's homework daily to ensure that it's complete.
- I understand that my child will be required to stay for at least one hour in Homework Center after school if he or she does not complete assigned homework or completes homework that does not meet classroom standards.
- I understand that my child cannot be excused from afterschool Homework Center or Detention unless there is a family emergency or a student illness.
- I understand that if my child skips afterschool Homework Center or Detention and does not make up double the time the next day, he or she may be suspended.

### CODE OF CONDUCT

- I agree to promote and support the rules of behavior as outlined in the Student and Family Handbook, and accept responsibility as a partner in my child's learning.

- I understand that my child will be required to stay for at least one hour in Detention after school if he or she commits a detention-level infraction.
- I understand that it is my child's responsibility to notify me if he or she earns a Detention.
- I understand that my child may be suspended if he or she misses Detention.
- I understand that while my child is in school, he/she is not permitted to use, or have out in plain sight, cell phones, MP3 players, or other electronic devices. My child will have the opportunity to drop off electronic devices in the morning before school starts and pick them up again at the end of the day.

PROMOTION POLICIES

- I understand that my child needs to pass all 6 core academic classes (a core class is any class that meets at least four times per week) in order to be promoted to the next grade.
- I understand that my child will be automatically retained if he or she fails 1 or more core academic classes.
- I understand that my child may need to pass a minimum competency exam in order to be promoted.
- I will ensure that my child attends Saturday School if required by the school, if he or she is in danger of failing the state exam in Math or English Language Arts, if he or she is failing one or more classes as of the first progress report, or if he or she is failing one or more classes for the year on any subsequent progress report or report card.
- I understand that my child may be required to stay for afterschool extra help or tutoring, and that he or she is urged to take advantage of extra help opportunities provided by teachers.

STUDENT DRESS POLICY

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

FAMILY SUPPORT

- I agree to support my child's academic work by communicating regularly with my child's teachers and advisor, by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences.
- I agree to pick up my child's report card at the Family-Teacher Conferences.
- I agree to attend family meetings and other school-sponsored events on a regular basis.
- I agree not to send soda to school with my child since students are not allowed to drink soda at school.
- I agree to volunteer at least once during the school year.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**THANK YOU FOR APPLYING TO WILLIAMSBURG COLLEGIATE CHARTER SCHOOL!**

**APPLICATIONS FOR THE 5<sup>TH</sup> GRADE LOTTERY MUST BE RECEIVED IN HAND BY 6:00 PM, WEDNESDAY, APRIL 1, 2009.**

**For Office Use Only**

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Info Session \_\_\_\_\_ Main Office \_\_\_\_\_ Other

**Timely Application** \_\_\_\_\_ **Untimely Application** \_\_\_\_\_ **Initial** \_\_\_\_\_