



Westminster
COMMUNITY
CHARTER SCHOOL

Student/Parent Handbook

The children are our community's future!

Westminster Community Charter School Student Policies

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Student Discipline*

Sexual Harassment Policy*

Special Education*

Complaint Procedure*

*These topics are printed in a separate document available in the School Office or online at www.westminsterccs.org

Board Members:

Rene Baugh – Teacher Representative
Terenda Brown – Parent Representative
Rita Eisenbeis – Education Representative
John A. Carmichael – CEO, WCCS
Mark J. Czarnecki – President, WCCS
Robert G. Wilmers – M&T Bank Representative
Ronald E. Banks – Education Representative
Ronald S. Rochon – Education Representative
Dr. Yvonne S. Minor-Ragan – Principal, WCCS

Telephone Contacts:

Main Office (716) 816-3450 (Fax: 816-3457 or 838-7458)
Principal – Dr. Yvonne Minor-Ragan
Assistant Principal – Pastora Bolden; pbolden@buffaloschools.org
School Clerk –Debra Baldwin; dbaldwin@buffaloschools.org
School Typist- Anneliese Harper; aharper@buffaloschools.org
Kaleida Health Clinic 838-7460 (Fax: 836-8543)
Nurse Practitioner – Jan Robinson
Social Worker – Kathleen Gabryel
Guidance Counseling 816-3452
Benjamin Willis; bwillis@buffaloschools.org

Westminster Community Charter School Website:
www.westminsterccs.org

All Westminster Community Charter School Policies and Procedures are available in printed form in the School Office and electronic form on the website.

Westminster Community Charter School

General Description

Westminster is a public school serving approximately 500 Kindergarten through Eighth grade students. All staff meets the certification requirements of New York State. The principal has been with the school since September 1994. In addition, Westminster has shared a unique partnership with M&T Bank, which contributes managerial and consulting services to the school. Over the five-year term of Westminster's charter, M&T Bank has committed over \$2 million. The combination of an enthusiastic and experienced staff backed by a competent administration and management has resulted in Westminster's test scores rising from the bottom of the district in 1994 to among the top today. Westminster Community Charter School's motto for its staff and students is "Buffalo's Best" and everyone believes that, "The children are our community's future."

The Westminster Community Charter School Mission

It is the mission of the Westminster Community Charter School that all students will graduate with the necessary foundation to be successful in high school and/or higher educational institutions and to become productive and contributing citizens in our society and community. A culture of learning and nurturing, which emphasizes the continuous development of the whole child, will be achieved by creating and maintaining a successful partnership between students and their parents, the staff, the community and private industry.

To enable students to achieve mastery of the state standards, the School will provide focused instruction by developing a diagnostic analysis system in order to determine the strengths and weaknesses of each student resulting in an individualized program of strategies and instruction for each student. The areas of reading, writing, math and student attendance will be targeted and staff development will augment efforts to meet student needs. All students will have the opportunity to participate. Parent activities will enhance the "community spirit" of the Westminster Community Charter School, and will enable parents to better assist and support their children to increase their academic success and attendance.

Westminster School Pledge:

I am a student of the Westminster Community Charter School, Buffalo's Best. I respect my parents, my teacher, my classmates, and myself. I am responsible for all of my behaviors. I am learning to set goals for myself. I come to school with a clean body and appropriate, clean clothes. I come to school prepared to learn with my homework, books, pencils, pens, and paper. I come to school with a positive attitude and an open mind, ready to learn. I come to school to learn and participate in order to get the best education I can!

The Westminster Principal

Dr. Yvonne Minor-Ragan has served as the Principal of Westminster Community School since July 1994. Under her leadership, the school has improved dramatically from one of the lowest to one of the top performing schools in the district. Her dedication to quality and insistence on excellence among the staff and students has been the catalyst for the school's achievements. Leading by example, she has challenged her staff to grow and become the best teachers they can be, a lesson that has filtered down to the students, empowering them to excel in all areas of their lives. Academic test scores have dramatically improved, students have developed a respect for and commitment to learning, and the school has been honored as one of New York State's Most Improved Schools.

Dr. Ragan is ranked as one of the six top administrators in the country by the Secondary School Principals Association and has earned a national reputation as one of the most effective educational leaders. The Buffalo News honored her with a Citizen of the Year Award in 2001 and in 1999, Dr. Ragan received the Governor's Award for Excellence in Education. Dr. Ragan has been the Keynote Speaker at several prestigious events including the United Kingdom's Headmaster's CSD Conference in London, England in March 2002, and the New York State School Board's Association in October 2003. One of five female principals selected to participate in an International Leadership Study in Umea, Sweden, Dr. Ragan was the United States candidate for the study and traveled to Sweden to give the Keynote speech at an academic conference in January 2002.

Unique Westminster Programs Highlights

After-School Program

Westminster has a two-tier after school program. The first tier offers an extra hour of instruction by certified school teachers from Westminster at least 3 days per week. The second tier operates until 5:00 pm each day and is run under the supervision of school staff as well as students from local universities. The emphasis of the program is on academics and recreation and also includes a daily snack.

Summer-School Program

Westminster offers a six-week summer school program consisting of an academic program in the morning and day camp activities in the afternoon. The summer-school program operates from 8:00am to 4:00pm. Breakfast and Lunch are also served.

Kaleida Health Clinic

Westminster provides a full service health clinic. The clinic is run by Kaleida Health and operates on school days from 8am until 5pm including the summer during school hours. For more information on health services, please refer to “Health Clinic” in a later section.

Special Education Services

Westminster provides special education services in accordance with all applicable laws. Services include, but are not limited to learning disabilities occupational therapy, physical therapy, and speech.

Technology

Westminster has an extensive computer technology program throughout all grades. There are at least 5 computers per classroom, a 30-computer teaching lab and a media center in the library. The school is networked and all children have limited access to the Internet for academic and research projects. The school website is www.westminsterccs.org

Athletics

Westminster augments its physical education program with a variety of intramural sports, which include sporting events with other Buffalo Schools

Fine Arts/Field Trips

Westminster emphasizes the fine arts (including: art, music, and drama) and exposes children to live performances either on-site or off-site through field trips. In addition, the curriculum is enhanced through field trips that serve to extend students' knowledge. Field trips include, but are not limited to, camping, our area zoos, museums and explorations of nature.

Columbia Teachers College Reading & Writing Workshop

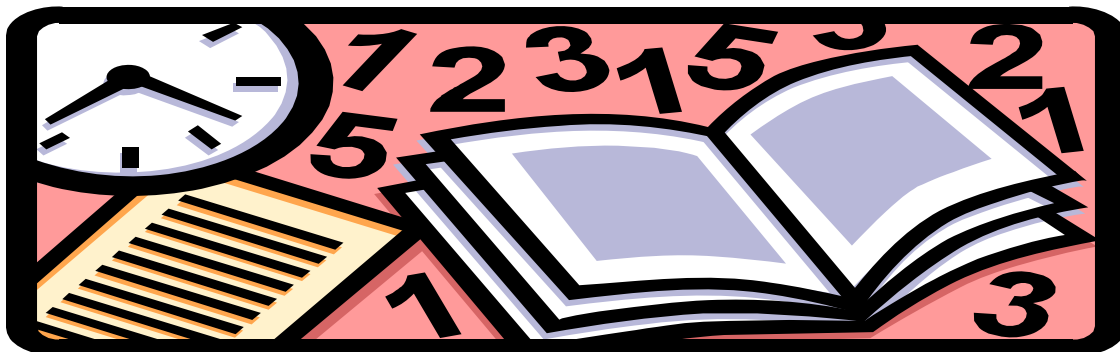
Columbia consultants work monthly with the staff to instruct teachers on reading and writing techniques that are used throughout the school. Columbia consultants engage our staff in ongoing staff development and monthly workshops in language arts. Specifically, our staff is taught research-based strategies in reading and writing, which aid students in their academic success across the curriculum.

Mentor Program

Employees of M&T Bank volunteer to serve as mentors to Westminster students. The goal of this program is to provide enriching experiences for the student, and to promote self-esteem. Activities may include, cultural activities (e.g. museums, theater), sporting events, and other fun experiences.

Other Services & Programs (subject to change or depend on the student's grade)

A Full-Time Library
Technology & Design
Home & Careers
Foreign Language
School Plays and Musicals
Choir
Instrumental Instruction
Band
Drill Team
Recitals
And much more



School Hours

Breakfast is served from 8:00-8:15. The regular school day officially begins at 8:25 a.m. with the morning announcements. Attendance is taken promptly at 8:30 a.m. If your child arrives after 8:30, he/she is tardy and needs to report to the office with the proper written excuse. Dismissal times:

Grades K-5	3:30 Monday, Tuesday and Wednesday
Grades K-5	2:30 Thursday and Friday
Grades 6, 7, 8	3:30 Monday-Friday

Absenteeism

Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with his/her teachers and peers and is a major component of academic success.

When a student is absent due to illness, please call the school office (816-3450) on the day of the absence no later than 8:30 am. Send a written note with your child on the first day back to school after an absence. The note should include the date absent, the reason for the absence and a parent's signature.

Excessive absenteeism will be discussed with the parent/guardian.

Tardiness

If your child comes to school late, he/she must have a signed, written excuse to explain the tardiness. Your child must report to the school office with the excuse before being given a pass to the classroom.

Entrance/Exit Procedure

Westminster Ave. Main Door-	8:00	all students for breakfast
	8:15-8:25	Grades 6, 7, 8
Parking Lot North Door-	8:15-8:25	Grades 4, 5
E. Amherst St. Door-	8:15-8:25	Grades K, 1
Westminster Ave. Door-	8:15-8:25	Grades 2, 3

At Dismissal, students exit through their entrance door.

Dress Code/Uniforms

The school uniform is worn every day during the regular school hours and is available from the French Toast Company. Order forms are available in the school office. Only the French Toast uniform items will be permitted as outlined in the Uniform Policy.

Allowed	Boys (K-8 th Grade)	Not Allowed
		Non-French Toast clothing
Black French Toast Pants		Earrings
White French Toast Oxford shirt		Sneakers, except for Physical Education
Black Socks		
Black Belt		
Black French Toast V-Neck Cardigan with Westminster logo (optional)		
Black French Toast Tie (Must be worn every day)		
Black Dress Shoes		
Grades 7&8: Black Blazer with WCCS logo (must be worn on Fridays & special events)		
Grade K-2: Sneakers for Physical Education		
Grades 3-8: French Toast black shorts, sneakers & WCCS logo shirt for Physical Education		

Boys must wear Black Tie every day

Allowed	Girls (K-4 th Grade)	Not Allowed
		Non-French Toast clothing
Black French Toast V-Neck Jumper or		Sneakers, except for Physical Education
Black French Toast Pleated Skirt or		Excessive jewelry
Black French Toast Pleated Pants (plus belt)		
White French Toast Peter Pan Blouse		
White or Black Socks/Tights		
Black French Toast Crew-Neck Cardigan with Westminster logo (optional)		
Black French Toast Criss-Cross Ties (must be worn every day)		
Black Belt (Optional with pants)		
Black Dress Shoes		
One small pair of earrings		
Grade K-2: Sneakers for Physical Education		
Grades 3-8: French Toast black shorts, sneakers & WCCS logo shirt for Physical Education		

Girls must wear Black Crosstie every day and Pleated Skirt every Friday

Allowed	Girls (5 th -8 th Grade)	Not Allowed
		Non-French Toast clothing
Black French Toast Pleated Skirt or		Sneakers, except for Physical Education
Black French Toast Pleated Pants		Excessive jewelry
White French Toast Peter Pan Blouse or		
White French Toast Oxford Blouse		
White or Black Socks/Tights		
Black French Toast Crew-Neck Cardigan with Westminster logo (optional)		
Black French Toast Criss-Cross Ties (must be worn every day)		
Black Belt (Optional with pants)		
Black Dress Shoes		
Grades 7&8: Black Blazer with WCCS logo (must be worn on Fridays & special events)		
One small pair of earrings		
Grades 3-8: French Toast black shorts, sneakers & WCCS logo shirt for Physical Education		

Girls must wear Black Crosstie everyday and Black Pleated Skirt every Friday

School Breakfast and Lunch Programs

The charter school participates in the Federal Free- and Reduced-Priced breakfast, lunch and snack programs administered by the U.S. Department of Agriculture, and adheres to all applicable requirements including, but not limited to: meal pricing, determination of eligibility, nutritional value, and reporting requirements. Any and all food service subsidy revenues received from the Federal and State meal programs shall be used exclusively for the purpose of providing meals to eligible students, and for no prohibited purpose. Typically, students from households with incomes at or below 130% of the poverty level are eligible for free meals, while students from households with incomes between 130% and 185% of the poverty level are eligible for reduced-price meals. Forms are available at the Main Office or in the Cafeteria.

Homework

Students are given homework at least four times per week as a reinforcement of previously learned skills. Students in Grades 2-8 will be provided with Student Planners for \$1.00.

Evaluation Reports

There are four report cards and 3 mid-quarter reports for each student throughout the school year. Monthly grade level newsletters are sent home to parents and guardians. They serve as periodic notification of classroom activities, information that has been taught and how parents can help.

Visitors

All visitors must report to the main office upon entering the school. After signing a visitor's log, a pass will be granted. This is necessary to keep our school safe for all of the children.

Admissions/Registration/Enrollment

In accordance with New York law, The Westminster Community Charter School shall be open to all students eligible to attend a public school in New York State, without regard to ethnicity, national origin, gender, or disability or any other ground that would be unlawful if done by a school. Admission of students shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, sexual orientation, national origin, religion or ancestry. Students shall be selected on a random selection basis if applicants exceed available space.

Notwithstanding the above, all regular education and special education children who are enrolled in the Westminster Community Charter School in the current school year shall have preference to Re-enroll annually (See below). Admission preference shall also

be given to siblings of those students attending the school, then to students residing in the District, and finally to students from outside the District - provided any space remains.

Students and parents have a choice about whether to attend a charter school, and those choosing not to attend the charter school shall be assigned elsewhere by the District.

Requirements to Register a student:

1. Original Certificate of Birth/Adoption: with seal or Passport
2. Immunization Record: up-to-date with required immunizations
3. Proof of address: current gas or electric bill with name of parent/legal guardian and address
4. Final report card from June: transcript of official transfer if registering during the school year

Re-Enrollment for Following School Year

In order to determine the number of slots vacant for the following school year, parents of enrolled children who wish to return in the following year, must complete a Student Re-Enrollment Form to be returned by the deadline date. **Please note that this Form must be returned to the School Office or your child's spot could be taken because there is an enrollment cap and a waiting list.**

Enrollment Period and Admissions Lottery for New Students

Formal recruitment of incoming students will begin after January 1st. The Charter School will advertise open registration and interested families will submit applications at which point students will be entered into a random lottery. This lottery will be held after April 1st annually and students will be notified shortly thereafter.

In the event of the need for a lottery, admission preference shall be granted to applicants in the following manner:

- First preference will be given to returning students, who will automatically be assigned a space within the School.
- Second preference will be given to siblings of students already enrolled in the Charter School.
- Third preference for admission is for students who reside in the school district of location (i.e. the Buffalo Public Schools).
- Any remaining slots shall be available to applicants residing outside the district of location.

A waiting list shall also be established. The waiting list shall expire annually at the end of the next year's enrollment period.

Voluntary Withdrawal

The Charter School is a public school of choice, both for entrance and withdrawal. Students with their parent or guardian permission may withdraw from the School at any time. School personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from the School, as well as to seek solutions to any problems that arise from these discussions.

If the parents or guardians still wish to transfer their child to another school, the school staff will ensure the timely transfer of any necessary school records to the student's new school.

Health Clinic

A health clinic is operated at the school through a contract with Kaleida Health. The clinic consists of a Nurse Practitioner, a Health Assistant, and a Social Worker under the supervision of a medical doctor. The health services provided include:

On-site pediatric primary care services which may include: first aid due to injuries/accidents, and sick visits.

Administration of medications in accordance with State Education Department guidelines as follows:

There must be a note from a physician stating that the medication cannot be administered outside of school hours. The note must state the amount and time of the dosage.

Parent or guardian must sign a note giving permission to administer the medication for a specific period of time including prescription medication and any over-the-counter medication. Verbal and/or telephone requests to administer medication are not acceptable.

Medication **MUST** be sent to the school in the **original prescription bottle** for the protection of the student and the school.

New York State law requires that each student entering kindergarten or a new school district in grades 1 – 12 have a certificate of immunization at the time of registration or not later than the first day of school. A review of student immunizations requirements and the proper supporting documents shall be completed for all new students. New York State immunization requirements include:

- Diphtheria [Toxoid Containing Vaccine (DTP, DtaP) 3 doses];
- Tetanus, Diphtheria, and Pertussis Booster (Tdap) Born on or after 1/1/94 and enrolling in 6th grade-1dose;
- Polio [(IPV)(OPV3 OPV or 4 IPV)];
- Measles / Mumps / Rubella [(MMR) Born before 1985: 1 dose of MMR; Born on or after 1985: 2 doses of measles containing vaccine and 1 dose each of mumps and rubella (preferably as MMR)];
- Hepatitis B [Born on or after 1/1/93 – 3 doses];
- Varicella – 1 dose.

Before a child can be permitted to enter and attend school, parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting

to receive the subsequent doses at the appropriate time intervals. Parents may waive immunization in accordance with Public Health Law and exceptions to immunizations shall be granted if a licensed physician or nurse practitioner certifies such immunization may be detrimental to the student's health, or if the student's parent or guardian holds genuine and sincere religious beliefs contrary to such immunization [see § 2164 (8) and (9) of the Public Health Law]. Note: Immunization requirements are subject to change. Please contact the school for new requirements if you are unsure.

Students enrolling in kindergarten or first grade must present a dental health certificate. Such dental health certificate must contain a report of a comprehensive dental examination, signed by a licensed dentist, performed on such child within the last year. Again, religious exemptions would be honored.

Communicable disease outbreak control

- When a contagious disease is reported in an elementary classroom, a notice will be sent home with each student in that class. If your child is diagnosed as having a communicable disease, please contact the school nurse. According to NY State Education Law, any child with an undiagnosed rash, temperature over 100 degrees, vomiting or any communicable disease will be excluded from school until diagnosed and/or treated. Parents/guardians will be notified.
- If your child has lice, or you suspect the occurrence of lice, please contact the school nurse. Your child must be examined before being re-admitted to the school. This procedure is very important in preventing the spread and reoccurrence of lice.

An on-site automated external defibrillator (AED) is located outside of the Main Office. Signs are posted near the front entrance and outside of the Main Office.

Picking up a sick child

If a student must leave the school during school hours due to illness, the parent or designated guardian will be contacted by the school nurse. Students should be picked up and signed out at the nurse's office.

Emergency Closings

As you know, our nation is on a Terror Alert System. For the safety of all, especially our children, we have increased the security of our building. We have also put a plan in place in the event there is an emergency early closing of our school. Please familiarize your family with these procedures.

- All outside doors are locked. Please use the main door where you must ring the doorbell and identify yourself.
- All parents and visitors to the building MUST report to the main office to sign-in.

- For morning drop off and afternoon pick up, we ask that parents remain on the first floor. Your child will be called down to the main office.
- Please stay tuned to the radio (930AM) and TV for any updated information about school closings.
- If we should have an early dismissal, please come to the school immediately to pick up your child
- We will attempt to call all parents/guardians to notify you of an early dismissal.
- No child will be dismissed without your permission.
- In the event that we cannot make contact, our last resort will be to leave your child at the E District Police station. (2767 Bailey Ave. 851-4416)
- Please make sure that the main office has the latest emergency information for your child: telephone numbers, emergency numbers, parent/guardian names and addresses.

Your child's safety is our number one priority. We are counting on your cooperation.

Student Discipline

To ensure that an environment is created where teaching and learning can flourish, the Westminster Community Charter School has developed a series of rules that address proper student behavior.

At the time students enroll in the Charter School, a Student Discipline Policy will be given to the parent/guardian. This document details the Behavior Code, Character Education including the School Pledge, Short Term Suspension procedure and due process, Long Term Suspension/Expulsion procedures and due process. Also in this document is a section on Discipline for Students with Disabilities and General Special Education provisions. The final section deals with the Complaint Procedure. These policies are also available at www.westminsterccs.org

Access to Student Records/FERPA & Right to Know about your child's teacher

The charter school will follow all applicable requirements of the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act ("FERPA") and implementing regulations relating to the confidentiality of student records (34 CFR §300.560-577 and 34 CFR Part 99). All appropriate staff will be trained in such requirements, and the charter school's Special Education Teacher will be responsible for ensuring the confidentiality of personally identifiable information within student records.

As a parent, you have the right to know the qualifications of your child's teacher or paraprofessional. You may obtain information from the New York State Education Department (SED) by computer at www.nysed.gov. Or request information from the Principal. Information provided would indicate whether the teacher is certified in the area in which they are teaching, whether the teacher is teaching under emergency or provisional status, whether the State qualification or certification requirements have been waived, the baccalaureate degree major of the teacher, graduate certification of the

teacher, the field of discipline of the certification or degree, and whether the child is provided services of a paraprofessional and if so, their qualifications.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Westminster Community Charter School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Westminster as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue
Washington, D.C. 20202-4605

The school may release “directory information” without consent as permitted by Section 99.3. , The WCCS designates the following as directory information: student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photos/images, dates of attendance, degrees and awards received and most recent previous educational institution attended.

Parents wishing to prevent release of such information about their child(ren) must submit a written request to Westminster School Office, 24 Westminster Ave., Buffalo, NY 14215, no later than October 1.

Protection of Pupil Rights Amendment (PPRA)

In compliance with the Protection of Pupil Rights Amendment (PPRA), Westminster is committed to protecting the rights and privacy interests of parents/guardians and students with regard to surveys funded in whole or part by any program administered by the U.S. Department of Education (DOE).

The school shall make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate. In addition, the school **shall obtain prior written parental/guardian consent** before minor students are required to participate in any DOE-funded survey, analysis, or evaluation that reveals information regarding:

- Political affiliations or beliefs of the student or the student's parent/guardian;
- Mental or psychological problems of the student or the student's family;
- Sex behaviors or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parental Involvement

The Westminster Community Charter School believes that parents play an integral role in the education of their children, and that parental involvement in the charter school is critical to our school's success.

To meet the educational and social needs of the students, to obtain feedback and direction from parents on how to best serve children, and to assist parents as they help their children be successful in school, the Westminster Community Charter School plans for and expects an active role for parents in the governance of the school. Specifically:

- At least one seat on the Westminster Community Charter School's Board of Trustees shall be filled by a parent of a student in the school (the Parent Association will select the parent to serve on the Board of Trustees);
- The charter school will establish a Parents Association, which shall consist of all parents of students enrolled in the school who wish to participate. The Parents Association will be involved in a variety of school activities, including

fundraising events, field trips, and promotion of the charter school throughout the community. The Parents Association also will be involved in the governance of the school, selecting a delegate to work with and advise the Principal and Board of Trustees on policies and practices of the school, plans for providing information to parents, and strategies for arranging staff interaction with parents.

- At each regular meeting of the charter school's Board of Trustees, the parent representative shall be allotted a set amount of time to present any issue to the Board, if the Parents Association so desires.
- From time to time, as the Board of Trustees or Principal requests, the Parent Association will be asked to participate in or comprise advisory committees to study or implement a specific policy or action of the school. For example, committees may be formed to study and advise the Board on building expansion plans, budget issues, or school programs to help the Board determine how the charter school should best proceed.

Participation in the Parent Association is voluntary and open to all parents, and a parent need not formally belong to or participate in the Parent Association to participate at public meetings of the Westminster Community Charter School, serve on ad hoc committees, or meet with or make recommendations to the school's Board of Trustees or administration.

The charter school also recognizes that parents, in addition to students, are its customers. The charter school will effectively serve parents in numerous ways, including: providing comprehensive information on school policies and activities in a timely fashion through newsletters or other appropriate means; holding parent information meetings and/or workshops; and ensuring that regular, uninhibited communication occurs between parents and instructors of their children.