



Parent and Student Handbook 2026



Dear SEP Families,

Welcome to the Saturday/Summer Enrichment Program (SEP)! SEP is created to challenge students academically while inspiring creativity, curiosity, and discovery. Our program focuses on inquiry-based learning, encouraging students to think deeply, ask thoughtful questions, and pursue sustained investigation. We encourage students to explore new interests, strengthen their skills, and connect with peers who share their passions and talents.

This year, we are excited to offer a variety of monthly courses designed to nurture our students' unique talents and potential. Together, we look forward to a season of exploration, growth, and discovery.

Please take the time to review the guidelines and expectations outlined in this handbook; we hope they help you prepare for an enriching and unforgettable SEP experience. If you have any questions, please don't hesitate to contact us. We're happy to help.

Warm regards,

Mihyeon Kim, Ph.D., Ed.D.

A handwritten signature in black ink, appearing to read 'Mihyeon Kim'.

Director, Precollegiate Learner Programs
Associate Clinical Professor
mxkim3@wm.edu | (757) 221-2458



Contact Information

Physical Address:	Mailing Address:
School of Education Center for Gifted Education College of William and Mary 301 Monticello Avenue Williamsburg, VA 23185	William & Mary Center for Gifted Education P.O. Box 8795 Williamsburg, VA 23187

Directory

In case of emergency, we recommend parents contact the program staff at the following numbers:

Center for Gifted Education (CFGE) Office (cfge@wm.edu)	757-221-6198
Program Director's Office	757-221-2458
Program Coordinator – Office	757-221- 5844
William & Mary Police	757-221-4596
For more information about William & Mary, please visit the website at www.wm.edu .	



Mission Statement

The Saturday/Summer Enrichment Program (SEP) at William & Mary empowers academically talented students in grades K–12 to explore science, mathematics, humanities, and the arts through inquiry-based learning. Rooted in the Center for Gifted Education’s commitment to nurturing high-ability individuals, SEP challenges students beyond the regular school curriculum by fostering curiosity, creativity, and critical thinking. Through engaging lessons and hands-on experiences, the program cultivates knowledge, passion, and self-directed learning, while promoting problem-solving skills, appreciation of individual differences, and lifelong intellectual growth.

Academic Pillars

1. Inquiry and Discovery

SEP emphasizes inquiry-based learning, where students investigate meaningful questions, engage in problem-solving, and apply critical and creative thinking across disciplines.

2. Exploration Across Disciplines

SEP courses highlight the interconnectedness of science, mathematics, humanities, and the arts, giving students opportunities to explore a wide range of academic fields and discover their unique interests and strengths.

3. Growth and Enrichment

SEP supports the intellectual and personal growth of talented students by providing rigorous, enriching experiences that inspire curiosity, build confidence, and encourage lifelong learning.

LGBTQ+ Members of the William & Mary Community

All programs that operate on the William & Mary campus and adheres to all university policies. William & Mary is committed to fostering a campus environment where all members feel safe, welcome, respected, and supported, regardless of sexual orientation, gender identity, or gender expression. The university strives to create an inclusive, flexible, and supportive environment for transgender and gender non-binary students, faculty, and staff.

Policy Protections

William & Mary is dedicated to providing an environment free from discrimination based on race, religion, creed, national origin, color, sex, gender, sexual orientation, gender identity, pregnancy, physical or mental disability (or perceived disability), citizenship status, age, marital status, family responsibilities, veteran or military status, or predisposing genetic characteristics, except where constrained by law.

Preferred Name and Gender Identity

Students have the right to be addressed by their preferred name and gender identity in all campus interactions. For official records (e.g., enrollment verifications), a student's legal name must be used to comply with federal requirements.

- Preferred names cannot be used for misrepresentation, illegal purposes, or include offensive, obscene, or derogatory language.
- Students are advised to avoid names that could be considered self-aggrandizing or nonsensical.

Adaptive Housing

Residence Life provides adaptive housing for students who require accommodation based on gender identity or religious needs. To request adaptive housing, please contact amorris03@wm.edu.

All-Gender, Single-Occupancy Restrooms & Shower Facilities

William & Mary provides single-occupancy restrooms and shower facilities designated as All-Gender to support an inclusive and respectful campus environment.

- Once housing for Camp Launch is finalized, locations of these facilities will be shared with students and families.

For more information on William & Mary Safety Policies and Regulations, please visit: [William & Mary Safety-Related Policies and Regulations](#)



Eligibility Requirements

Students must be in grades K–12 during the current school year and meet at least one of the following criteria:

- Demonstrated high interest or achievement in one or more academic content areas, or
- Identified for services as a gifted student, or
- Achieved a score at or above the 95th percentile on one of areas, or at or above the 95th percentile in mathematics or language/reading on the most recent achievement test.

Student Recommendation

Each student must provide a recommendation letter from a teacher or other academic professional endorsing them for the program.

Payments

Tuition is payable through the SEP Payment Portal, accessible via the SEP website. Payment is required at the time of registration.

Application Process

Each family must create an account and profile for each participant through the UltraCamp platform, available on the SEP website. All forms, documents, and required materials must be completed prior to the student's first day of class.

Minimum Course Enrollment

Approximately one month prior to the start of each session, program staff will review course enrollment to ensure that all classes meet the minimum enrollment requirement. Parents or guardians will be notified via email if a course must be canceled.

Class Placement and Size

Class sizes are limited to a maximum of 18 participants, with rare exceptions.

Course Withdrawals

Requests to withdraw from a course must be submitted in writing at least 30 days before the class start date. Please note that the registration fee (\$50 which is include in the fee) is non-refundable. Tuition refunds, minus the registration fee, will be issued for withdrawals made at least 30 days before the class begins. Refunds are not available for requests submitted within 30 days of the course start date.

Disability Accommodations

We welcome students with disabilities. If your child requires accommodations, please contact Ashley Morris at amorris03@wm.edu to discuss your needs.

Electronics Policy

Cell phones are allowed in the program but must be kept out of sight and used only with instructor permission for appropriate purposes. They should not be a distraction to the student or others.

Laptops may be provided in class as needed and are to be used solely for academic purposes. If any electronic device becomes a distraction, the student's ability to use it—or to remain in class—will be addressed by the Program Coordinator.

Student Expectations

Students are expected to respect the rights, property, and well-being of others and to contribute positively as members of the William & Mary community. Each student is encouraged and supported by staff to grow to their fullest potential, while also respecting the freedom of others to do the same.

At the Center for Gifted Education, we challenge students to grow both socially and intellectually within a supportive and caring environment. To achieve this, students should:

- Consider how their words and actions may affect others, especially those with different social, political, or religious views.
- Recognize and respect the right of others to express opinions—even those they may not share.
- Understand that disagreement, when expressed respectfully, can foster meaningful learning and growth.

All students are expected to conduct themselves in ways that reflect positively on themselves and the program.

Safety & Security

To ensure a safe and positive experience for everyone, students are expected to:

- Remain on campus, unless participating in supervised off-campus program activities.
- Follow all established safety guidelines.
- Stay with their designated group at all times.
- Avoid running, rough play, or any behavior that could cause harm to themselves or others.
- Show respect for people, places, materials, and themselves.
- Be dropped off and picked up only by an authorized adult.

Code of Conduct and Discipline Policy

The Center for Gifted Education is committed to creating a safe, respectful, and positive environment where all students can thrive academically and socially. Each student is expected to take responsibility for their own behavior and to act in ways that support a productive learning community.

Behavioral Expectations and Disciplinary Process

- Staff will first address behavioral issues using positive approaches and the least restrictive interventions possible.
- If a student is disruptive, they will receive a warning.
- If inappropriate behavior continues, the student will be removed from the activity (class, enrichment, or evening session) for one period and will meet with a member of the leadership staff, and parents/guardians may be notified of the infraction.
- Repeated or serious infractions will result in a meeting with the Program Coordinator. Based on the severity of the incident, the Program Director and Coordinator may decide that the student must be dismissed from the program.

Dismissal Procedures

- Parents will be notified and arrangements for the students' departure will be made.

Zero-Tolerance Policy

The Center for Gifted Education Residential Programs strictly prohibits:

- Firearms or weapons
- Drugs or alcohol
- Violence of any kind
- Leaving dormitories without permission (“sneaking out”)
- Sexual contact with another person

Violations of these rules will result in immediate dismissal from the program, with no exceptions. Depending on the severity of the offense, disciplinary steps may be skipped, and William & Mary or City of Williamsburg Police may be notified, which could result in legal action.

Student Searches

To ensure a safe and secure environment, William & Mary staff may conduct a search of a student’s room, or belongings if there is reasonable suspicion that the student possesses illegal or unauthorized materials. The Center for Gifted Education follows [W&M Student handbook](#) guidelines for student searches. If illegal items are found, the William & Mary Police Department will be notified, and the student will be immediately dismissed. Criminal charges may also result.

Conduct Policy – Violations Plan

The Conduct Policy is designed to ensure that all participants can enjoy a safe, supportive, and enriching camp experience. These procedures protect the rights and well-being of all students and staff. Please review this policy carefully to understand camp expectations. All activities—both curricular and extracurricular—must demonstrate respect for each student. Activities should never disparage or offend anyone based on race, color, religion, age, sex, national origin, marital status, disability, language, homelessness, or any other characteristic protected by law.

Category 1 – Disruptive Behaviors

Category 1 violations include actions or communications that disrupt camp proceedings or interfere with daily operations. Examples include, but are not limited to:

- Disrespecting others, not following directions, or causing disruptions (e.g., yelling, talking over others, interrupting activities).
- Verbal aggression such as profanity, name-calling, teasing, or shouting.
- Dress code violations.
- Limited engagement or lack of presence in classes or activities.
- Academic integrity violations (plagiarism or unauthorized collaboration).

Disciplinary Actions for Category 1 Violations

1. Verbal warning
2. Written warning
3. Multiple written warnings → Referral to Program Coordinator
4. Referral to a member of the Leadership Team
5. Parent/guardian notification as appropriate

Repeated or accumulated Category 1 violations may result in further disciplinary action at the discretion of the Program Coordinator and Leadership Team.

Category 2 – Harmful or Dangerous Behaviors

Category 2 violations include behaviors that directly harm or endanger others. These violations result in immediate referral to the Program Coordinator and Leadership Team. Examples include:

- Verbal assault: threats, intimidation, instigating conflict, profanity, taunting
- Violence: intentional or unintentional physical harm
- Bullying: harassment, cyberbullying, discrimination, hazing, or defamation
- Expressed discrimination based on protected characteristics
- Sharing or posting inappropriate content online
- Making false reports or accusations regarding students, staff, or camp activities
- Unauthorized use of technology.

Disciplinary Actions for Category 2 Violations

- Contact parent/guardian
- Conference with Program Coordinator and Leadership Team
- Possible removal from the program

Category 3 - violations are strictly prohibited and may result in immediate removal from camp. Students will be removed from the activity, parents/guardians will be contacted, and Students will leave campus immediately.

Examples include:

- Inappropriate sexual behavior or harassment, including physical contact with private areas or exposing oneself
- Sexting or sharing obscene, lewd, or offensive content in any form, including social media
- Use, possession, display, or promotion of alcohol or illicit substances
- Possession or display of disallowed items (Burner or secondary phone, game devices, vapes, e-cigarettes, drug paraphernalia, etc.).
- Possession, display, or simulation of weapons (knives, guns, blades, clubs, etc.)
- Sharing, misusing, or mishandling personally managed medications.



Emergency and Medical Procedures

Emergency Preparedness Plan

William & Mary's Center for Gifted Education is committed to the safety of its students, staff, and visitors to our programs.

Communication during all Emergency Procedures

As soon as a true Emergency is present and the necessary procedure is enacted, the Director or Program Coordinator will notify the Emergency Response professionals and any necessary media outlets. When possible, the Director or other designated staff will send emails or call parents to notify them of the situation.

Evacuation Procedure

There will be various reasons why we may have to evacuate the building(s) or campus. Usually, we will evacuate the building during a fire, fire drill, explosion, or bomb threat. When we evacuate the building, we will follow the Evacuation Procedure.

To announce that the facility must be evacuated the Director or Program Coordinator will alert staff that they need to begin the evacuation procedures. There may also be an announcement through the fire alarm.

During any evacuation, designated employees are responsible for ensuring equipment has been shut down, fire doors cleared, and that all employees have evacuated the area. In an emergency, it will be the responsibility of the Director or other assigned staff to ensure that each employee and/or student has evacuated the area as appropriate. The Teachers/TAs and RAs will account for all students. They will also be responsible for reporting any missing or unaccounted-for students to their respective directors.

If an evacuation is necessary, follow the steps below to get everyone safely out of the building and to a location that is a safe distance from the building. The designated primary route out of the building will be on the evacuation routes posted in the facility. In the case that the primary route is blocked due to fire or other threats, the secondary route out of the building will be the closest, safest exit.

Standard Response Protocol (SRP)

SRP is action-based

The Standard Response Protocol is a new evidence-based protocol being adopted across Virginia. The SRP is flexible, consistent, and is easy to learn. It provides actions to take in any given scenario. The premise is simple: one of five specific actions can be taken during any incident. When communicating these actions, each is followed by a "directive." This protocol helps guide staff and students to take actions that will increase safety and security.

Actions are:

1. Hold (In Your Classroom or Area)
2. Secure (Get Inside. Lock outside doors)
3. Lockdown (Locks, Lights, Out of Sight)
4. Evacuate (To a Location)
5. Shelter

Hold

“In Your Classroom or Area”

The Hold protocol is followed by the clear message “in your classroom or area.” This alert is used when hallways or access areas need to be kept clear, such as during a medical issue or disruption. Students and staff are directed to remain in their classrooms or Area.

Inside the classroom, education continues per our normal routines.

Secure

“Get Inside. Lock outside doors.”

The Secure action is called when a threat or hazard outside the building makes getting inside the school building optimal. Examples would be criminal activity in a nearby neighborhood or a dangerous animal on campus.

During a secure event, no one is allowed in or out of the building. Inside the building, education continues per our normal routines.

Lockdown

“Locks, Lights, Out of Sight”

The Lockdown protocol is called when a possible threat or hazard is thought to be occurring inside the building such as an angry or violent parent, intruder, or the report of a weapon. Students and staff are directed to lock doors, get out of sight, and maintain silence. Internal barriers such as classroom doors are locked. If not within a classroom when the alert is called, students and staff learn to get to the nearest classroom or area with a door that can be locked. If a lockdown is called, leaders will likely be working with other agencies. Families may be asked to stay where they are and remain available to receive updates and instructions as needed.

What Families Do During Lockdown

Lockdowns can be stressful for all involved. In these situations, safety, and reuniting families with their students as quickly as possible are top priorities. We urge families to listen to and heed the instructions provided via division or school texts, emails, or calls. If a lockdown is called, please do not come to the building until notified. Depending on the event, families may be asked to pick up students at a different location other than the original drop-off location.

Evacuate

“To a location”

Evacuation is called when there is a need to move people from one location to another for safety reasons, such as a mechanical failure or power outage that would disrupt the day. The new location can be on or off-site, depending on the situation.

What families do during an evacuation

Evacuations can be stressful for all involved. In these situations, safety is our top priority. We urge families to listen to and heed the instructions provided via texts, emails, or calls. Families will be notified as soon as possible with updated information, locations, and any program changes.

Shelter

State the specific hazard and safety strategy

The shelter is called when specific protective actions are needed based on the threat. For example, staff and students learn safety responses to tornadoes, hazardous material situations or other local threats such as severe weather. Those specific instructions are given at the time this alert is called.

Reunification

After the Emergency, the Director will notify parents via text, email, or phone. Parents will receive details of where and when students can be picked up and any other details and information needed.

Emergency Notification

Health forms and emergency contacts will be kept on site throughout the program. If a student becomes ill or injured, Clinic Staff will notify the parent/guardian first. If they are unavailable, emergency contacts will be called. Parents must update the Center for Gifted Education with any changes to contact information during the program.

Natural Disasters and Emergency Closure

In the event of a natural disaster, program staff will follow William & Mary's official emergency protocols. Parents/guardians will be contacted immediately should an emergency arise.

Illness Policy

Students with contagious illnesses or a fever will be sent home. Parents/guardians will be contacted immediately. Symptoms that may require a child to leave camp include:

- Fever of 101°F or higher
- Contagious skin or eye infection
- Diarrhea
- Vomiting
- Profuse bodily discharge of any kind

Medications

- Students are responsible for all medications.
- Please ensure all medications (Prescription and over the counter) are listed on your medical forms in UltraCamp
- Emergency prescriptions (e.g., EpiPens, inhalers) may be kept with students
- Camp staff (teachers, RAs, assistants, and administrators) are not permitted to administer medication, except in rare emergencies such as EpiPen administration during off-site activities. A licensed nurse is on duty 24/7 throughout the camp session.

Permission for Emergency Medical Treatment

Each student must have:

- A completed health form and pick-up form on file in their UltraCamp account.
- A copy of their medical insurance card uploaded (if applicable).

In the event of a medical emergency, students will be transported to a local urgent care or hospital emergency department by camp staff or ambulance, depending on the severity of the situation. Parents/guardians will be contacted immediately.

As required by state law, families will be notified by phone if their child is exposed to certain contagious diseases.



Additional Information

Pick-Up and Drop-Off Policy

For the safety of all students and staff, students must be signed in and out of each class **with an instructor**. Only individuals listed as authorized on the student's UltraCamp profile will be permitted to pick up a student.

Authorized Pick-Up

- Students will only be released to parents, guardians, or family members listed in their UltraCamp profile.
- To avoid delays, please update your authorized pick-up list in UltraCamp as soon as any changes occur.
- For assistance, contact us at 757-221-5844 or amorris03@wm.edu.

We appreciate your cooperation in helping us maintain a safe and secure environment for all students.

Classroom and Space Access

The program is academically focused, with most of each day spent in the classroom. Bathroom breaks are available at any time, and some instructors may schedule brief breaks during class. Unless specifically noted in the course description, students should plan to remain in the classroom for the duration of instructional time.

Personal Belongings

Students are responsible for their own belongings. Valuable items should be left at home, as William & Mary is not liable for lost, stolen, or damaged items. Found items will be held at the Center for Gifted Education for 30 days before being donated.

Meals and Snacks

- Please pack a lunch and a few snacks daily. As there is no kitchen access, send only ready-to-eat items. Please avoid peanut products.

Children with Accessibility Needs

If a student with accessibility needs is selected for the program, the Program Director and Coordinator will partner with parents to identify appropriate accommodations or services. The Center for Gifted Education is an equal-opportunity program—no student will be excluded due to accessibility needs.

Saturday/Summer Enrichment Program (SEP) – FAQs

1. Who is eligible to participate in SEP?

Students must be in grades K–12 during the current school year and meet at least one of the following criteria:

- Demonstrated high interest or achievement in academic subjects
- Received a distinguished rating on the state assessment
- Identified as gifted
- Achieved a score at or above the 90th percentile on recent achievement tests

Each student must also provide a recommendation letter from a teacher or academic professional.

2. What is the focus of the program and what will my child do each day?

SEP is academically focused, emphasizing inquiry-based learning across science, mathematics, humanities, and the arts. Most of each day is spent in the classroom engaged in lessons, discussions, and hands-on activities. Bathroom breaks are available at any time, and brief breaks may be scheduled by instructors. Unless specified in the course description, students should expect to remain in the classroom for the duration of instructional time.

3. Are parents allowed to stay in class or visit during the program?

For the safety and focus of all students, parents and other visitors are not permitted to stay in the classroom. SEP fosters a strong sense of community among students, and the immersive experience is designed to encourage collaboration and independent learning.

4. How does pick-up and drop-off work?

Students must be signed in and out with an instructor, and may only be released to individuals listed as authorized on their UltraCamp profile. Families should update the authorized pick-up list in UltraCamp as soon as changes occur. For assistance, contact 757-221-5844 or amorris03@wm.edu.

5. How are class sizes and placements determined?

Class sizes are limited to a maximum of 18 participants, with rare exceptions. Approximately one month before the session, program staff review enrollment to ensure all classes meet minimum enrollment requirements. Parents will be notified via email if a class must be canceled.

6. What should students bring to the program?

Students are responsible for their personal belongings. Valuables should be left at home, as William & Mary is not liable for lost, stolen, or damaged items. Lunch and snacks are provided on Saturdays; for summer programs, students should bring a packed lunch and snacks.