Making Waves Academy
Student- Parent Handbook
2015-16

Making Waves Academy
4123 Lakeside Drive, Richmond, CA 94806
Phone (510) 262-1511; Fax (510) 262-1518
Preface

This handbook serves as a guide for students and parents/guardians at Making Waves Academy (MWA) by outlining the MWA’s important policies and expectations. The handbook is not all-inclusive. It does not attempt to include all rules, nor does it attempt to account for all situations. As MWA continues to grow and evolve and as new, unexplored situations present themselves, rules may be added or changed in order to provide a safe and productive environment for all.
Making Waves Academy
Alton B. Nelson, Jr.
Chief Executive Officer

MWA Upper School
Kimberley Carr
Upper School Director

Eleanor Boli
Dean of Students

Ahjia Moore
Associate Dean of Students

Rachel Fried
Director of College and Career Counseling

MWA Middle School
Evangelia Ward-Jackson
Middle School Director

Eric Mingo,
Dean of Students, 7th & 8th Grades

Brandon Greene
Dean of Students, 5th & 6th Grades

Raynell Crews-Gamez
Associate Director of Enrichment Programs

Making Waves Academy Board of Directors
Alicia Malet Klein, President
Danielle Trimiew, Secretary
Eric Abrams
Rosa Burnett (Parent)
Esther Hugo
Daryle Morgan
Rebeca Rangel (1st Wave)

Contra Costa County Office of Education
Karen Sakata, Superintendent of Schools
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I. Making Waves Academy Mission, Vision, & History

Mission
Making Waves commits to rigorously and holistically preparing students to gain acceptance to and graduate from college to ultimately become valuable contributors to the workforce and their communities.

The History of Making Waves
Twenty four years ago, John Scully, Managing Director of the investment firm, SPO Partners, had a vision. He shared this vision with fellow Branson School (a private school in Ross, CA) Board Member, the late Reverend Eugene Farlough, Pastor of the Sojourner Truth Presbyterian Church in Richmond. Together they created Making Waves, an organization that would support the health, well-being, education and pre-career development of urban children. John’s vision grew from his experiences and his observation of numerous public education systems in the state of California and throughout the nation. He came to realize that the disparity in equal educational opportunity between the “haves” and the “have-nots” in our society was increasing at an alarming rate. John also concluded that unless innovative programs were created to support and augment the efforts of certain public school systems, this circumstance would continue to worsen. This deteriorating condition was unacceptable because of its inevitable outcome: millions of Americans lacking the skills required to provide an adequate quality of life for themselves, their families and the communities in which they reside.

Making Waves has grown dramatically since its founding in 1989. From its origins as an after-school tutoring and teaching program, it evolved into a comprehensive, holistic program. The program was founded on a focus on the whole child and provided an array of services, including, but not limited to, academic support, transportation, meals, mental health counseling, placement and financial aid counseling, high school and college visits and scholarship support.

Based on a solid foundation built over 20 years, the organization took the next logical step, the development of a charter school. Making Waves Academy (MWA), a charter school serving grades 5 through 12, targets students classified as socio-economically disadvantaged and educationally underserved students in Richmond and San Pablo Title I public schools. In July 2007, MWA opened with its Wave of 100 fifth grade students, the 12th Wave. After two years of successful growth with 200 Wave-Makers the school moved to its permanent site, 4123 Lakeside Drive in July 2009. In the fall of 2011, MWA added the Upper School, to serve students in grades 9-12. In June of 2015, MWA graduated its first class of seniors - Wave 12! In the 2015-2016 year, we project an enrollment of about 770 students in grades 5-12.
Wave-Maker’s Affirmation

I am a Wave-Maker!
I am an agent of change.
I can control my destiny if I set my mind to it.
I am determined to be an intelligent, organized, and disciplined person.
I will not let anything get in the way of my success.

I am a Wave-Maker!
I am willing to get an education.
I will go to college.
I will complete the Making Waves program because I am determined to go to college.

I am a Wave-Maker!
I look at life with a positive attitude.
I believe love and support are priceless.
I will help people less fortunate than me.
I will build houses for the homeless.
I will adopt children.
I will be devoted to non-violence and help end violence in our community.
I will increase the peace.

I am a Wave-Maker!
I will help rebuild my community.
I will clean up graffiti.
I will recycle.
I will keep my streets clean.

I am a Wave-Maker!
I am a valuable person.
I will believe in myself.
I will achieve my goals.
I am creative.
I will be an impossible me and recycle my success.

I am a Wave-Maker!
I am a powerful person.
I am strong, smart, generous, and caring.
Success is achieved through hard work and perseverance.
I am willing.

I am a Wave-Maker!

---

1 Richmond’s Second Wave created the Wave-Maker’s Affirmation in order to foster community and create goals for the group. Since then, it has been adopted by successive Richmond and San Francisco Waves. Most large group meetings and events begin with The Wave-Maker’s Affirmation.
Core Values

During the 2013-14 school year, as part of the WASC Accreditation renewal process, the Making Waves Academy community went through an inclusive process of revisiting and refining the school’s Core Values. Participation in this process included students, parents, faculty/staff, administrators, School Site Council members, and Board Members. The result of the process is that the twelve original values were condensed down to five values. Discussions by various constituent groups included discussing how and if specific values could be or were embedded within one another. The revised five MWA Core Values are as follows:

Community
We combine our intellect and critical thinking to support each other and make healthy choices for ourselves and positive changes in our community.

Resilience
We are agents of change, who, through hard work and perseverance, have the power to define ourselves and to control our destiny.

Respect
We believe each person is valuable and we demonstrate respect by following our community norms.

Responsibility
We have integrity; we are accountable for our decisions and actions and their impact on self and community.

Scholarship
We are life-long learners who aspire to and achieve academic excellence.
I. Academic Calendar & Daily Schedules

### Important Dates Calendar

**Academic Year 2015 – 2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>2015</strong></td>
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<tr>
<td>August 24</td>
<td>Registration Day</td>
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<tr>
<td>August 25</td>
<td>Mandatory Orientation Day Wave 16 &amp; Wave 20</td>
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<tr>
<td></td>
<td>First Day of School for Wave 16</td>
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<tr>
<td></td>
<td>First Day of School for Wave 20 – 2:05 p.m. Dismissal</td>
</tr>
<tr>
<td>August 26</td>
<td>First Day of School for All Students</td>
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<tr>
<td>September 7</td>
<td>Labor Day – School Closed</td>
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<tr>
<td>October 12</td>
<td>Indigenous People Day – School Closed</td>
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<tr>
<td>October 23</td>
<td>Professional Development Day – School Closed</td>
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<tr>
<td>November 11</td>
<td>Veterans Day – School Closed</td>
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<tr>
<td>November 23 - 27</td>
<td>Thanksgiving Recess – School Closed</td>
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<td>November 30</td>
<td>School Resumes</td>
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<tr>
<td>December 21 – 31</td>
<td>Winter Recess – School Closed</td>
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<td><strong>2016</strong></td>
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<tr>
<td>January 1</td>
<td>Winter Recess continues – School Closed</td>
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<tr>
<td>January 4</td>
<td>School Resumes</td>
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<tr>
<td>January 15</td>
<td>Professional Development Day – School Closed</td>
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<tr>
<td>January 18</td>
<td>Martin Luther King, Jr. Day – School Closed</td>
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<tr>
<td>February 15 - 19</td>
<td>Presidents’ Week Recess – School Closed</td>
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<tr>
<td>February 22</td>
<td>School Resumes</td>
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<td>March 25</td>
<td>Professional Development Day – School Closed</td>
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<tr>
<td>April 1</td>
<td>César Chávez Day observed – School Closed</td>
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<tr>
<td>April 4 - 8</td>
<td>Spring Recess – School Closed</td>
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<tr>
<td>April 11</td>
<td>School Resumes</td>
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<tr>
<td>May 30</td>
<td>Memorial Day – School Closed</td>
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<tr>
<td>June 15</td>
<td>Last Day of School</td>
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**Calendario Académico**

**Fechas Importantes Calendario**

**Año Académico 2015 – 2016**

**2015**

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<tr>
<th>Fecha</th>
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<td>Agosto 24</td>
<td>Registración Day</td>
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<tr>
<td>Agosto 25</td>
<td>Día de Orientación obligatoria Onda 16 &amp; Onda 20</td>
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<td>Primer día de escuela para Onda 16.</td>
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<td>Primer día de escuela para Onda 20 – Salida 2:05 p.m.</td>
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<tr>
<td>Agosto 26</td>
<td>Primer día de escuela para todos los estudiantes</td>
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<tr>
<td>Septiembre 7</td>
<td>Día del Trabajo – Escuela Cerrada</td>
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<tr>
<td>Octubre 12</td>
<td>Día del Indígena – Escuela Cerrada</td>
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<tr>
<td>Octubre 23</td>
<td>Día de Desarrollo Professional – Escuela Cerrada</td>
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<tr>
<td>Noviembre 11</td>
<td>Día de Veterano de Guerra – Escuela Cerrada</td>
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<tr>
<td>Noviembre 23 - 27</td>
<td>Acción de Gracias – Escuela Cerrada</td>
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<tr>
<td>Noviembre 30</td>
<td>Comienza la escuela</td>
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<tr>
<td>Diciembre 21 – 31</td>
<td>Receso de Invierno – Escuela Cerrada</td>
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**2016**

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<tr>
<th>Fecha</th>
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<tr>
<td>Enero 1</td>
<td>Receso de Invierno continua – Escuela Cerrada</td>
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<td>Enero 4</td>
<td>Comienza la escuela</td>
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<tr>
<td>Enero 15</td>
<td>Día de Desarrollo Professional – Escuela Cerrada</td>
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<tr>
<td>Enero 18</td>
<td>Día Martin Luther King, Jr. – Escuela Cerrada</td>
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<tr>
<td>Febrero 15 - 19</td>
<td>Receso Semana de los Presidentes – Escuela Cerrada</td>
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<tr>
<td>Febrero 22</td>
<td>Comienza la escuela</td>
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<tr>
<td>Marzo 25</td>
<td>Día de Desarrollo Professional – Escuela Cerrada</td>
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<tr>
<td>Abril 1</td>
<td>Día de César Chávez– Escuela Cerrada</td>
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<tr>
<td>Abril 4 - 8</td>
<td>Receso de Primavera – Escuela Cerrada</td>
</tr>
<tr>
<td>Abril 11</td>
<td>Comienza la escuela</td>
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<tr>
<td>Mayo 30</td>
<td>Día de la Memoria – Escuela Cerrada</td>
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<tr>
<td>Junio 15</td>
<td>Último día de escuela</td>
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## Middle School Daily Bell Schedule

### 5th and 6th grade M-Th

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<th>Minutes</th>
<th>Description</th>
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<tr>
<td>HR</td>
<td>15</td>
<td>Attendance/Home Room</td>
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<td>P1</td>
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<td>P2</td>
<td>90</td>
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<td>AS</td>
<td>30</td>
<td>Academic Support</td>
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### 5th grade Friday

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<th>Description</th>
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<tr>
<td>P1</td>
<td>60</td>
<td>Attendance</td>
</tr>
<tr>
<td>P2</td>
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</tr>
<tr>
<td>P3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>P4</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>P5</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>P6</td>
<td>50</td>
<td>Community Building</td>
</tr>
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</table>

### 6th grade Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Minutes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>15</td>
<td>Attendance/Home Room</td>
</tr>
<tr>
<td>P1</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>P2</td>
<td>45</td>
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<td>P4</td>
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<tr>
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### 7th and 8th grade M-Th

<table>
<thead>
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<th>Time</th>
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<td>P2</td>
<td>90</td>
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</tr>
<tr>
<td>P3</td>
<td>90</td>
<td></td>
</tr>
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<td>P4</td>
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<td>P5</td>
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### 7th and 8th grade Friday

<table>
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<tr>
<th>Time</th>
<th>Minutes</th>
<th>Description</th>
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</thead>
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<td>Attendance/Home Room</td>
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<td>P2</td>
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<td>P3</td>
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<tr>
<td>P4</td>
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<td>45</td>
<td></td>
</tr>
<tr>
<td>P6</td>
<td>50</td>
<td>Community Building</td>
</tr>
</tbody>
</table>
## Upper School Daily Bell Schedule

### Monday - Thursday

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Event</th>
<th>Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:05</td>
<td>8:55</td>
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</tr>
<tr>
<td>9:00</td>
<td>9:50</td>
<td>P.2</td>
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</tr>
<tr>
<td>9:50</td>
<td>10:00</td>
<td>Break</td>
<td>10</td>
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<tr>
<td>10:15</td>
<td>11:05</td>
<td>Advisory</td>
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<tr>
<td>11:10</td>
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<td>P.3</td>
<td>50</td>
</tr>
<tr>
<td>12:00</td>
<td>12:45</td>
<td>Lunch</td>
<td>45</td>
</tr>
<tr>
<td>12:50</td>
<td>1:40</td>
<td>P.4</td>
<td>50</td>
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</tr>
<tr>
<td>2:40</td>
<td>3:30</td>
<td>P.6</td>
<td>50</td>
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### Friday

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Event</th>
<th>Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:05</td>
<td>8:15</td>
<td>Advisory</td>
<td>10</td>
</tr>
<tr>
<td>8:15</td>
<td>9:00</td>
<td>ASM/Advisory</td>
<td>45</td>
</tr>
<tr>
<td>9:05</td>
<td>9:45</td>
<td>P.1</td>
<td>40</td>
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<td>9:50</td>
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<tr>
<td>10:35</td>
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<td>P.3</td>
<td>40</td>
</tr>
<tr>
<td>11:15</td>
<td>11:45</td>
<td>Lunch</td>
<td>30</td>
</tr>
<tr>
<td>11:50</td>
<td>12:30</td>
<td>P.4</td>
<td>40</td>
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<td>1:15</td>
<td>P.5</td>
<td>40</td>
</tr>
<tr>
<td>1:20</td>
<td>2:00</td>
<td>P.6</td>
<td>40</td>
</tr>
</tbody>
</table>
III. MWA Expectations

Making Waves Academy is committed to educating students in an environment of safety, discipline, and high standards for all. Self-discipline is necessary for each student’s success in school and within the community. MWA’s goal is to facilitate the development of student self-discipline with the support of students, parents, and staff. In order to effectively develop, implement, and support school-wide discipline, all parties must work in partnership to achieve this goal.

Student Expectations
In order to assist you in creating a more meaningful experience, achieving success, and making positive contributions to your community, Wave-Makers are expected to:

- Know, understand, and follow all rules and regulations.
- Interact with other students, faculty, and staff in a respectful and positive manner.
- Accept fair and consistent discipline.
- Work hard to develop an intellectual understanding of the Core Values.
- Understand that harmful conduct to self and to others is not allowed.
- Respect and care for the property of self, others and school.
- Show consideration for peers, adults and self.

Each student is required to read, sign, and return the “Student Commitment Form”

Parent/Guardian Expectations
Family involvement is essential to the MWA community and student development and achievement. Parents play a vital role in the ongoing success of our school and our students. MWA parents/guardians are expected to:

- We encourage parents to be active partners with us by volunteering up to 20 hours of service each year.
- Model the Core Values we aim to instill in our students.
- Work with school officials to resolve any discipline incident in a patient, objective, and fair manner.
- Review and sign off on assessments and class assignments, as assigned by the teacher.
- Attend parent-conferences and school meetings.
- Actively monitor and assist with student progress.
- Communicate with all MWA staff in a professional and respectful manner.
- Reinforce MWA’s academic and behavioral standards at home.
- Help with special events (e.g., dances, fundraisers, etc.) when possible.
- Attend all monthly parent meetings.
- Communicate with the school by phone or note to verify student absences.

Parent/Guardians are required to read, sign and return “Parent/Guardian Commitment Form”

Staff Commitments
Making Waves Academy has high expectations of both students and staff. Staff members at Making Waves Academy are committed to the highest levels of learning, achievement and integrity for themselves and others. MWA staff will adhere to intellectual and scholarly development:

- Teach a curriculum that is rigorous and culturally relevant.
- Consistently reinforce MWA’s system of behavioral accountability.
- Incorporate positive reinforcement as a key component of discipline.
- Consistently integrate routines and procedures as part of the daily routine.
- Teach and model appropriate behavior.
- Communicate acceptable behavior on a daily basis throughout the school year.
- Show consideration and respect for students, families, and the MWA community at all times.
- Handle all situations in a professional manner.
IV. Middle School Program

Middle School Academic Program
At Making Waves Academy we strive to create holistic students who have a well-rounded educational experience. MWA’s instructional program is designed to empower students to become analytical thinkers who can apply subject knowledge to solve real-world problems. MWA offers a broad range of academic and enrichment courses across all subject areas. Listed below are the course offerings:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Math</th>
<th>English</th>
<th>Science</th>
<th>History</th>
<th>Encore</th>
<th>Physical Education</th>
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<tbody>
<tr>
<td>5th</td>
<td>Math 5</td>
<td>Language Arts 5</td>
<td>Integrated Science</td>
<td>Social Studies</td>
<td>Intro to Technology</td>
<td>Health &amp; Wellness</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Early United States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td>SpringBoard</td>
<td>SpringBoard</td>
<td>Earth Science</td>
<td>Social Studies</td>
<td>Art</td>
<td>Health &amp; Wellness</td>
</tr>
<tr>
<td>Level 1</td>
<td>Grade 6 ELA</td>
<td>Grade 6 ELA</td>
<td></td>
<td>The Ancient World</td>
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<td></td>
</tr>
<tr>
<td>7th</td>
<td>SpringBoard</td>
<td>SpringBoard</td>
<td>Life Science</td>
<td>History</td>
<td>Art/Music/</td>
<td>Health &amp; Wellness</td>
</tr>
<tr>
<td>Level 2</td>
<td>Grade 7 ELA</td>
<td>Grade 7 ELA</td>
<td></td>
<td>Medieval Times</td>
<td>Culture and Community</td>
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</tr>
<tr>
<td>8th</td>
<td>SpringBoard</td>
<td>SpringBoard</td>
<td>Physical Science</td>
<td>History</td>
<td>Art/Music/</td>
<td>Health &amp; Wellness</td>
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<tr>
<td>Level 3</td>
<td>Grade 8 ELA</td>
<td>Grade 8 ELA</td>
<td></td>
<td>US History</td>
<td>Community</td>
<td></td>
</tr>
</tbody>
</table>

Middle School Student Council
The Middle School Student Council was created to reinforce MWA’s mission of creating global leaders by developing the following skill sets:
- Leadership
- Conflict Resolution
- Cooperative Learning

These skill sets aide in the development of a participatory Middle School experience that helps students take ownership of their learning process while building self-awareness and developing a positive self-concept. Furthermore, the student council allows students to learn how the democratic process works, hierarchy structure, and learn finance and time management through student run leadership and teacher mentoring.

Middle School Promotion
Promotion at Making Waves Academy (Middle School) is an event that symbolizes the student’s transition from the Middle School to the Upper School. It is our expectation that every Middle School student will be eligible for 8th Grade Promotion. It is the belief of the Academy that with parent support all students will be able to attend the promotion ceremony. However, if the student does not meet the behavioral and academic requirements, your student may not walk on stage during the Promotion Ceremony and may not participate in any events (rehearsals, field trips, etc.) relating to Promotion. Students may however; participate in collegiate events (e.g., college visits). Additionally, any monies that were paid beforehand intended for Promotion will not be refunded.

Middle School Grading Scale:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 0-69%

D’s are not applicable in the MWA grading scale, as a “D” does not receive credit when applying to college. However, percentages will be reflected on the report card along with the letter grade in order to show improvement (i.e., raising a 43% to a 68%).
Homework Policy
Homework is an important part of the instructional program at MWA. Homework assignments increase appropriately in quantity and variety as a student progresses each year. Homework reinforces classroom studies and helps to develop student capacity to do independent work. Students will be given a planner and are required to use this daily for recording homework assignments. Students are expected to complete homework neatly, on time and with a parent signature (as required by teacher). Any problems or concerns regarding the completion of homework should be communicated with the classroom teacher.

In the event of an unplanned absence, students are expected to request and make arrangements to complete missing work upon their return to school. If students will miss class due to an approved absence they must advise their teachers at least a week in advance so that the assignments may be compiled. For every day of an excused absence, students have that number of days to turn in and make up assignments.

Making Waves Academy Middle School Retention Policy:
At Making Waves Academy (MWA) we strive to make sure that our students not only meet academic and social emotional expectations, but exceed them. Making Waves Academy firmly commits to rigorously and holistically prepare students to gain acceptance to and graduate from college to ultimately become valuable contributors to the workforce and their communities. A large part of that success is predicated on academic achievement and meeting the expectations for conduct. Making Waves Academy provides services that promote social-emotional development and awareness (restorative justice program, psychological support) in addition to various academic support systems (SST meetings, behavioral plan implementation, parent meetings, academic plans/contracts, etc.) to support the academic success and the mission of the Academy. Should students not meet the academic expectations, Making Waves Academy Middle School will advise parents that MWA intends to retain their student in their current grade.

To be promoted to the next grade level, a student must have cumulative passing grades (equivalent to a C or better) in Science, Mathematics, Social Studies, and English Language Arts. A student shall progress through the grade levels by demonstrating growth in learning and by meeting and/or exceeding the grade-level academic and behavioral expectations as established by Making Waves Academy. Should a student receive below a C average in two of their four core classes, parents will be advised by Making Waves Academy Middle School’s administration that the student is being retained in their current grade level. In addition to these standards, attendance, test scores, grades, teacher recommendations, and other pertinent data will be used to determine the possibility of retention. Students that are at risk for possible retention in their current grade level will be identified as early in the school year, and as early in their school careers, as practicable. To note, parents are currently notified quarterly (and also bi-weekly at the request of the parents) of their child’s academic performance. In addition, parents have access to their child’s grades via parent portal.

2 Retention
A student not making adequate progress in meeting the academic and behavioral criteria of Making Waves Academy Middle School will be identified as early in the school year and in their school career as practicable. When a middle school student is identified as being at risk of retention, parents will be notified and the student will be provided additional opportunities in core academic areas to motivate and connect the student to school. Such opportunities may include, but are not limited to, extension activities/projects, academic intervention support, academic/behavioral plan, and after-school programs, may be required as conditions of promotion. Ongoing assessment and monitoring of student progress will be managed by the student’s academic teacher(s).

A middle school student shall be retained when he/she does not demonstrate growth in academic and socio-emotional learning at the student’s current grade-level. Attendance, test scores, grades, and the best interest of the student shall be considered. Retention can be recommended for any grade level.

3 Taken from Making Waves Academy’s Mission Statement

4 For students receiving special education under California Education Code, the students’ Individual Education Program (IEP) team, parents, along with the Director will make the decision to retain or promote the student based on the suggestions from the aforementioned constituents.
Listed below is the parent notification process for MWA Middle School Recommendation for Retention:

1st Letter-
- If the student has below a C average in two of his/her core classes (math, science, social studies, and ELA) at the end of quarter one, the parents will receive a letter informing them that their child’s grades do not meet the academic expectations of the Academy.

2nd Letter-
- At the start of semester two, students that struggled academically will have their grades reviewed for progress. A meeting may be held to discuss current and potential opportunities for support. This communication is not to discuss retention, but to facilitate working as a team to help the student succeed (known as an SST meeting).

3rd Letter-
- At the beginning of Quarter 4 the student’s grades are reviewed. Should the student have cumulative grades of F in two of his/her core classes retention will be advised to the parent via a meeting with the Director and/or Dean of Students.
- The Middle Division Director, Dean of Students, teacher, and parents will confer prior to the end of the school year about the student's progress. Based on this, the student may be retained if the director and parents concur that it is in the best interests of the student. In such instances, an academic plan will be prepared that includes the following:
  a. A summary of the school's interventions during the current year to meet the student's academic needs
  b. The interventions to be implemented during the next school year to meet the student's academic needs.

The Middle School is the sole feeder for the Upper School. It is imperative that our Middle School student’s successfully transition into the Upper School with the skill set required to be successful in high school, college, and in their chosen careers.

Note: Should the student be recommended for retention, the student may lose opportunities to participate in school-wide extracurricular events (e.g., field trips, campus celebrations, casual dress, etc.).
Community Building Time and All School Meeting
All school assemblies and Community Building Activities take place on Fridays in both the Upper School and Middle School. During this community time, staff and students will work together to:

- Positively acknowledge individual students
- Reinforce school-wide expectations and procedures
- Address concerns within the community
- Facilitate school-wide discussions in a public forum to develop public speaking and self-advocacy skills.
- Celebrate the Core Values

Study Trips
Throughout the year, students will (depending on good academic standing) participate in various field trips. Field trips are meant to reinforce MWA’s Core Values, while exposing students to different social and intellectual experiences. Some field trips may require a small fee, while others will be free of charge. No student will be prevented from making the field trip or excursion because of lack of sufficient funds. Please reference the field trip policy for the specific field trip. Listed below are past field trips students have attended in the Middle School:

5th grade: Transfer Center, Autodesk, Contra Costa College (School of Applied and Commercial Music) Musical Performance.


7th grade: Monterey Bay Aquarium, Golden Gate Park, Contra Costa College (School of Applied and Commercial Music) Musical Performance.

8th grade: Six Flags Discovery Kingdom, University of California Berkeley, Stanford University

In Upper School, field trips are sponsored by Grade Level or Content Departments, and the College and Career Counseling Office.
V. Upper School Program

The aim of the Making Waves Academy Upper School is to effectively prepare students to gain acceptance to, and graduate from, college. The courses offered and required of students are aligned with the A-G Admissions criteria for the University of California. These criteria are some of the highest high school standards in the country. Students successfully passing these courses and earning high enough grades are competitive for admission to top public and private universities around the country. At their core, students will be required to attain and develop strong writing skills, critical reading and thinking skills, and strong mathematical, computational and problem-solving skills. A variety of Core subjects are offered in the 9th and 10th grade years. In the 11th and 12th grades Advanced Placement (AP) courses and other science, math, and art electives are available. Students scoring a 3, 4, or 5 (on the 5 point scale) on an AP exam earn college credit in that subject. Listed below are the course offerings for 2015-16:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Math</th>
<th>English</th>
<th>Science</th>
<th>History</th>
<th>Language</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Algebra I &amp; Geometry</td>
<td>English I</td>
<td>Conceptual Physics</td>
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<td>Spanish I</td>
<td>Writing &amp; Technology</td>
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<td></td>
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<td>Health &amp; Wellness I</td>
</tr>
<tr>
<td>10th</td>
<td>Geometry &amp; Algebra II</td>
<td>English II</td>
<td>Conceptual Physics Biology</td>
<td>World History</td>
<td>Spanish II &amp; Spanish II Advanced</td>
<td>Art I</td>
</tr>
<tr>
<td>11th</td>
<td>Algebra II &amp; Pre-Calculus</td>
<td>English III</td>
<td>Biology</td>
<td>U.S. History</td>
<td>Spanish III &amp; Spanish III Advanced</td>
<td>Art II Intro to Design</td>
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<td>English III</td>
<td>Chemistry</td>
<td>AP. U.S. History</td>
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<td>12th</td>
<td>Pre-Calculus</td>
<td>English IV</td>
<td>Chemistry</td>
<td>AP American Government</td>
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<td>Art History</td>
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<td>AP Calculus</td>
<td>AP English Composition</td>
<td>AP Physics</td>
<td>American Government</td>
<td></td>
<td>Health &amp; Wellness II</td>
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<tr>
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<td></td>
<td>Marine Biology</td>
<td>Economics</td>
<td></td>
<td>Journalism &amp; Multimedia</td>
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Upper School Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>96-100%</td>
</tr>
<tr>
<td>A</td>
<td>92-95%</td>
</tr>
<tr>
<td>A-</td>
<td>88-91%</td>
</tr>
<tr>
<td>B+</td>
<td>85-87%</td>
</tr>
<tr>
<td>B</td>
<td>82-84%</td>
</tr>
<tr>
<td>B-</td>
<td>78-81%</td>
</tr>
<tr>
<td>C+</td>
<td>75-77%</td>
</tr>
<tr>
<td>C</td>
<td>70-74%</td>
</tr>
<tr>
<td>F</td>
<td>0-69%</td>
</tr>
</tbody>
</table>

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**Upper School Requirements for Graduation/ Grade Promotion**

**Graduation**

Making Waves Academy Upper School offers a comprehensive academic program aligned with California’s University Admission Requirements (a-g). Below, MWA Graduation Requirements are displayed in comparison to the required and recommended courses for University of California and California State Universities. In order to graduate, students must successfully complete each of the required courses with a grade of ‘C’ or better. Students who will not have enough credits earned in time for a June graduation are not eligible to participate in the graduation ceremony.

<table>
<thead>
<tr>
<th>a-g</th>
<th>Content Area</th>
<th>MWA Required</th>
<th>Total Units</th>
<th>UC/CSU Required</th>
<th>Total Units</th>
<th>UC/CSU Recommended</th>
<th>Total Units</th>
</tr>
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<tbody>
<tr>
<td>a</td>
<td>History*</td>
<td>3 Years</td>
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<td>2 Years</td>
<td>4.0</td>
<td>3 Years</td>
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<td>4 Years</td>
<td>8.0</td>
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<td>3 Years</td>
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<tr>
<td>d</td>
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<td>6.0</td>
</tr>
<tr>
<td>e</td>
<td>Language</td>
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<td>6.0</td>
</tr>
<tr>
<td>f</td>
<td>Art</td>
<td>1 Year</td>
<td>2.0</td>
<td>1 Year</td>
<td>4.0</td>
<td>2 Years</td>
<td>4.0</td>
</tr>
<tr>
<td>g</td>
<td>Electives***</td>
<td>0.0</td>
<td>1 Year</td>
<td>2.0</td>
<td>1 Year</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td>Health &amp; Wellness*</td>
<td>2 Years</td>
<td>4.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>**</td>
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<td></td>
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</tr>
</tbody>
</table>

*California Department of Education requires 3 years of History and 2 years of Physical Education.
**Science requirement includes one Life Science and one Physical Science course
*** G requirement satisfied by 3rd year of history (A).

**Grade Level Promotion**

Students must successfully complete a minimum number of course units to be promoted to the next grade level, earning a “C” or higher in a minimum of four “core classes” each year, earning at least 8 credits in courses required for graduation. Each successfully completed semester course earns 1 credit. Students who do not successfully earn this minimum number of credits may be retained in their current grade level and reclassified into a different Wave. Reclassification occurs at the close of the spring semester based on credit standing.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. Req. Credits for Promotion</td>
<td>6 Credits*</td>
<td>14 Credits*</td>
<td>22 Credits*</td>
<td>34 Credits</td>
</tr>
</tbody>
</table>

| Total Required | 10 Credits | 12 Credits | 12 Credits | 12 Credits |
| Credits Possible | 10 Total | 22 Total | 36 Total | 48 Total |

*Must pass grade-level English Course
Courses Offered By Grade Level
Each year, students will take courses appropriate for their grade level, and earn credits toward graduation. The types of classes students will take will reflect the offering listed below.

<table>
<thead>
<tr>
<th>9th Grade</th>
<th>10th Grade</th>
<th>11th Grade</th>
<th>12th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>English</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td>Science</td>
</tr>
<tr>
<td>Language</td>
<td>Language</td>
<td>History</td>
<td>Art/Elective</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>History</td>
<td>History</td>
<td>Art/Elective</td>
</tr>
<tr>
<td>Writing/Technology*</td>
<td>Art</td>
<td>Art/Elective</td>
<td>Health and Wellness</td>
</tr>
<tr>
<td>Math Lab*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Not required for graduation, these courses provide foundational skills critical to success in later courses.

Community Building Time and All School Meeting
All school assemblies and Community Building Activities take place on Fridays in both the Upper School and Middle School. During this community time, staff and students will work together to:

- Positively acknowledge individual students
- Reinforce school-wide expectations and procedures
- Address concerns within the community
- Facilitate school-wide discussions in a public forum to develop public speaking and self-advocacy skills
- Celebrate the Core Values

Study Trips
Throughout the year, students will (depending on good academic standing) participate in various field trips. Field trips are meant to reinforce MWA’s Core Values, while exposing students to different social and intellectual experiences. Some field trips may require a small fee, while others will be free of charge. No student will be prevented from making the field trip or excursion because of lack of sufficient funds. Please reference the field trip policy for the specific field trip.

In Upper School, field trips are sponsored by Grade Level or Content Departments, and the College and Career Counseling Office.

Upper School Extended-Day Academic Support Opportunities
Extended Day hours in the Upper School are between 3:30 pm to 5:30 pm, Monday through Friday.

From 3:30 pm to 4:30 pm, students have the opportunity to attend Office Hours to receive direct help from their teachers. At 3:30 pm, eligible Upper School students are able to participate in interscholastic athletics, clubs and explore colleges and careers in the College and Career Counseling Center.

Students in the 9th, 10th, and 11th grades may be required to participate in the Student Success Program (SSP) after school based on their academic performance in the previous quarter. The Academic Support Program (ASP) fosters organizational skills, study habits, and student advocacy to support academic progress.

The Learning Center is available to all Upper School students as a place for individual or group study. The Learning Center is held in the Upper School Library from 3:30 pm to 5:30 pm each day.
Upper School Athletics Program
Interscholastic Athletic Participation is a wonderful co-curricular opportunity for the students in the Upper School. While all students are welcomed to try out and participate, there are expectations set by the Bay Area Conference (BAC), North Coast Section (NCS) and California Intercollegiate Federation (CIF), the three governing bodies for our participation in high school athletics. In addition, Making Waves Academy has expectations for its student athletes as well. Participation in athletics helps teach resilience, teamwork, cooperation, sportsmanship, dedication, perseverance, fitness, and so much more. For eligibility and participation requirements, please review our MWA Athletics Participation Policy located at the Upper and Middle School offices.

The following sports are offered at MWA:

- **Fall Season** (1st day of practice is 3rd Monday in August): Boys Soccer, Girls Volleyball, Cross Country (Boys and Girls)

- **Winter Season** (1st day of practice is 2nd Monday in November): Boys and Girls Basketball, (possibility of Wrestling)

- **Spring Season** (1st day of practice is 2nd Monday in February): Girls Soccer, Baseball, Softball, Track and Field (Boys and Girls), (possibility of Boys Volleyball)
VI. School-wide Services, Expectations, & Guidelines

**Student Support Services**
MWA recognizes the importance of providing educational opportunities to all students regardless of physical challenges or special needs. MWA is committed to serve the exceptional needs of such students in accordance with applicable federal and state laws.

Special Education Services are provided to allow students with disabilities to participate in their educational experience within the least restrictive environment (LRE). Special education services are provided by the West Contra Costa Unified School District (WCCUSD) to all eligible MWA students in accordance with the Individuals with Disabilities Education Act (IDEA), the policies/requirements of WCCUSD’s SELPA Local Plan for Special Education. Students may be referred for special education support services through the Response to Intervention model adopted by MWA.

Identification is made through the Student Study Team (SST) process, by evaluating the student’s response to intervention and possible need for a higher level of support, and by consulting with WCCUSD’s appointed Special Education approved designee to determine eligibility. Identification can take place at any time in the school year and support will be given as soon as eligibility is determined. Eligibility of students with disabilities for special education shall be determined by the Individual Education Plan (IEP) team, which can include district specialists (psychologist, resource specialist, speech and language therapist, program specialist, etc.), MWA’s Student Support designee, MWA administrators, MWA classroom teachers, the parent/guardian of the student, and often times the student themselves.

If a student’s need cannot be met in the least restrictive environment within the MWA program, the student’s needs are subject to a more appropriate setting [non-severe handicap] (NSH) and turned over to WCCUSD or The Contra Costa County Office of Education (CCCOE) or designee program specialist to have needs met within the district or allow the district to decide to provide services outside of the district.

**504 Policies and Procedures**
Students with a disability may qualify for regular or special education and/or related aids, services, and/or accommodations under Section 504. Please refer to the 504 Policy which can be found in both the Middle and Upper School offices.

**Enrichment**
Making Waves Academy offers supplemental instructional support and enrichment as additional opportunities for academic success. In the Middle School, students are offered the opportunity to participate in enrichment programming through the CHOICE program during the Extended Day period from 4:00-6:00. Eligible Upper School Students have the opportunity to participate in extra-curricular clubs and athletics during this time, while other students may be required to participate in the Academic Support Program to focus on areas of academic need.

**Attendance**
It is imperative that each student be present, punctual, and prepared to participate in each of his or her classes- a student’s academic success is dependent on the ability of him/her attending school regularly. If students are absent, their parent/guardian must call the school or provide written documentation of the absence no later than 8:30 am on the day of the absence. Parent/guardians are also required to call if a student is going to be late. The school will call all parent/guardians of absent students unless they have already notified the school. Parents cannot arbitrarily take students out of school before the start of vacation days.
Children chronically absent in kindergarten and first grade are much less likely to learn to read by the end of third grade. By sixth grade, chronic absence is a proven early warning sign of drop-out. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Clearly, going to school regularly matters!

We look forward to working with you in a meaningful partnership for your child. We at Making Waves Academy will continue to work very hard with you to ensure that your child receives the best education possible. To provide your child with an outstanding education, your child must maintain excellent attendance.

Making Waves Academy’s Absence/Tardy Line is: 510-262-1511

All school children of school age (6-18 years old) are legally required to attend public school unless they have been exempt from attendance in accordance with the provisions of the Educational Code 48200. Making Waves Academy will aggressively pursue solutions to attendance issues.

Making Waves Academy allows 10 days of excused absences without verification from a doctor; absences without verification after 10 days will be considered unexcused. No student may have his or her grade reduced or lose academic credit for any absence or absences excused, when missed assignments and tests that can be reasonably provided are satisfactorily completed within a reasonable amount of time.

In the upcoming academic year, should students miss 8 or more full day unexcused absences students may face expulsion from Making Waves Academy.

Tardies/Lateness
Arriving to class and school on time is a critical element of academic success, as well as representing a skill that is necessary for success in post-secondary and work environments. Habitual tardiness or lateness may affect a student’s good standing at Making Waves Academy.

For students who arrive late to a class period, the following steps will apply:

- Student reports to the Front Office for Tardy referral
- Tardy Referral is recorded in PowerSchool
- Student attends 30 minute lunchtime or after-school detention*

*Student may opt to serve his/her detention during lunch or afterschool.

It is the student’s responsibility to attend detention on the date that s/he is assigned. Arriving late to detention, or incurring multiple tardies on a single day, will result in the issuance of a referral.

Tardies excused for medical reasons require written verification by a medical professional.

School Messenger System
One of our goals at MWA is to improve all of our students’ academic success. A necessary component to achieving success is by having your student attend school consistently, arriving on time and ready to learn. MWA uses an automated notification feature that will call parents and guardians in the event that your student has an unexcused tardy or absence.

If you receive an automated notification that your student is tardy, it is critical that you work with your student to ensure they arrive on time every day. Tardiness disrupts the classroom setting and interferes with the learning process, often significantly impacting student performance. Arriving on time is a
critical skill for success in post-secondary education and in the workforce, and patterns of tardiness may affect your student’s good standing at MWA.

If you receive a notification that your student had an unexcused absence, please contact the school by phone immediately at 510-262-1511 to explain and clear the absence. Also, please bring a signed note to verify the absence. For example, a note from a doctor counts as an “excused” verification of an absence. The note should be brought to school within 72 hours of your child’s return to school.

**Excused Absence**

The following are **excused** absences:

- Illness of student (more than 10 absences excused for this reason are considered excessive; verification by a medical professional is required)
- Medical, dental, optometry, or chiropractic appointments. **Parents are encouraged to schedule appointments after school hours.**
- Quarantine under the direction of a county or city health officer.
- Funeral of immediate family (parent, grandparent, sibling or any relative living in the immediate household of the pupil) limited to 1 day in state, 3 days out of state
- Legal matters*, Religious holidays or ceremony, not more than 4 hours per semester *
- Funeral ceremony other than immediate family *
- Unforeseen emergencies (i.e. natural disasters) will be handled on a case-by-case basis
- For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in EC § 49701*
- For the purpose of jury duty in the manner provided for by law
- Illness or medical appointment during school hours of a child of whom the pupil is the custodial parent

*Must be requested in writing by parent/guardian prior to absence and approved by district-designated official.

**Excuse To Obtain Confidential Medical Services**

Students in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the student’s parent/guardian.

**Unexcused Absence**

**Student absences will be recorded as unexcused for the following reasons:** Any absence other than those listed above as excused absence.

More than 3 unexcused absences per year are considered excessive and may be referred to SARB for truancy proceedings.

**Excessive Absences**

Students accumulating more than 10 excused absences are considered excessive and may be referred to SARB for truancy proceedings.

**Early Release**

Early Release is a privilege granted by the Division Director to specific students who meet the attendance, academic and behavioral expectations outlined below. This privilege allows students the opportunity to leave school after their last core classes in order to engage in an alternate enrichment activity.
**Authorized Reasons for Early Release and Absences**
Making Waves Academy (MWA) students will only be considered for early release and absences based on the following reasons:

- Personal Reasons (e.g., funeral service, legal obligations, medical/dental appointments)
- Observance of or attendance to a religious celebration, holiday, ceremony, or retreat
- Sports, outdoor education, or other educational programs
- Socialization (peer group, psychological services, etc.)
- Additional academic support.

**Attendance Expectations and Requirements**
Students are allowed to leave at the end of their last core academic class at 3:30 pm. Students are not allowed to leave before then, unless it is an emergency.

**School Attendance Review Board (SARB)**
When a student is a habitual truant, or is irregular in attendance at school, the student may be referred to the School Attendance Review Board (SARB). SARB is composed of representatives from the school (administrator, teacher, staff) and/or member(s) of the county (law enforcement, members from the county office, or welfare). Students are referred to SARB when they continue to have attendance difficulties and the typical avenues of interventions do not alleviate the situation. At the SARB hearing, the problem is addressed, possible solutions proposed, and a formal, legal binding contract is made between the parent, student, and school. Violations of the contract may lead to referral for legal action to the District Attorney’s office.

It is the responsibility of Making Waves Academy to maximize the use of all available resources and services to resolve attendance and behavior problems. The law states that parents must be made aware of their child’s absence in the most cost-effective method possible.

The following procedure will be followed to insure parents are aware of their student’s absences and the interventions to be implemented:

- **First Notification of Truancy Letter**
  - Sent for any combination of 3 Unexcused Absences (UA) or Unexcused Tardies (TX)

- **Second Notification of Truancy Letter** (Habitual)
  - Sent for 6 full day Unexcused Absences (UA) or Unexcused Tardies (TX)
  - A mandated parent/student conference is held to identify areas of support. SART team meeting is required and fulfills mandated conference requirement.

- **Third Notification of Truancy and Referral to SARB Letter**
  - Sent for 8 or more full day Unexcused Absences or Unexcused Tardies. Letter is sent only when site is prepared to send the SARB Referral packet, as the letter alerts the family that this will take place.
  - During this hearing, the student’s attendance and academic record will be reviewed. A formal legal, binding contract is made between the parent, student, and school. Violations of the contract may lead to referral for legal action to the District Attorney’s office, and a possible recommendation for expulsion from Making Waves Academy.
**SARB Hearing**
The parent will be given notice by certified mail for the scheduled hearing to meet with SARB to consider a proper plan for correcting problems with attendance. Notices for SARB are sent by mail 10 days in advance to address on file. The parent and student will be asked to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court.

To avoid possible expulsion from Making Waves Academy, students should attend all classes daily and on time. Parent/Guardians should notify the school when the student is out for valid medical reasons by phone or written note. Parent/Guardians may also contact the schools’ Registrar on a regular basis to make sure there are no attendance issues that have been missed. There is a maximum allowable amount of one week from the date of the absence to clear it before it becomes unexcused.

**Arrival/Dismissal Policy**
In order to protect and ensure student safety, MWA is a **closed campus**. This means that from the time of Arrival to the time of Dismissal to home, students may not leave campus. All Parents, Guardians and students are expected to follow MWA’s Arrival and Dismissal policy, including traffic guidelines, time frames, and directives from MWA Staff members and volunteers facilitating Arrival/Dismissal in order to maintain a safe environment for all students.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| Early Arrival 7:00-7:45 | - All students (MS/US) report directly to MPR  
- Car drop-off behind Building 2 at MPR rear entrance  
- Students must remain in the MPR under supervision of site supervisor |
| Arrival 7:45-8:05 | - Car drop-off at side gates to basketball courts. Student drop-off may only happen in designated drop-off area. Parent/Guardians may not park in MS lot or along Lakeside Drive to drop-off students  
- MS students report directly to MS campus  
- US students report directly to US campus |
| Dismissal 3:30-4:00 | - Students may leave campus via MWA bus, car, walking to public transportation or home  
- US students may **not** enter MS campus. MS siblings should report to Dismissal area to meet US siblings  
- Students not leaving campus are expected to report to sports, club activities, or after school programming under the direct supervision of MWA Faculty or Staff. Any student remaining on campus after 4:00 pm will be placed in an academic program upon the close of Dismissal  
- Students may **not** leave campus and return without permission from the Dean of Students [exception: student athletes*] |

*After the close of the Dismissal, parent/guardians picking up MS and US students will need to notify the Front Office to grant permission to MS students to wait in the US Front Office for pick-up.

**Expectations for Parents, Guardians, and Students**
It is the responsibility of Parent/Guardians to clearly communicate with their students on a daily basis regarding student Dismissal plans. Phones are available in the Front Office for students to use during their breaks or lunch times if they need to advise their Parent/Guardians of their requested time for pick-up, after-school plans, etc.
Students and Parent/Guardians are expected to respectfully and courteously follow traffic laws, posted signs, and the directions of all MWA Staff and Volunteers during Arrival and Dismissal. Additionally, as a community courtesy please be mindful of the volume and appropriateness of your music when picking up your child during Dismissal.

The Dismissal process takes approximately 25-30 minutes. Students and Parent/Guardians should plan ahead if there is an appointment or other commitment for which they need to leave school promptly. Parent/Guardians should review the Early Release procedure if they anticipate needing to leave school early in order to attend an appointment (appointments are excused per the reasons outlined in the Attendance Policy).

**Students and Parent/Guardians that do not follow the Arrival/Dismissal Policy jeopardize the safety of our students and staff, and will be subject to the following:**

- Detention or Suspension for student
- Suspension from after-school programming
- Report to Law Enforcement as mandated by California Education Code
- Meeting with Division Directors to discuss student placement at MWA and potential Recommendation for Expulsion

*US Athletes are permitted to leave campus and return for later practices and games with the permission of the Athletic Director. Athletes must return promptly at the start time of their activity supervised by MWA staff, or wait in the designated academic program area. Athletes may not bring food back to campus.

**Nutrition Policy**

Part of the Making Waves holistic approach involves children being properly nourished. Statistics show that brain function is related to nutrition, and unfortunately, many students are less prepared to learn because they do not consume consistently nutritious meals on a regular basis. The purpose of Making Waves Academy’s Nutrition/Food Guidelines is to serve as a point of nutritional reference to provide consistency for both staff and students.

**Our priority is the health of our young people.** Any message that runs contradictory to messages they receive from our food service policy or in Health and Wellness, Science, or any other class, regarding healthy food choices and nutrition, undermines our approach and philosophy on student health. We want our students to build healthy eating habits that they follow now and in the future, but they need help in doing this. Some of our students live in communities where a large part of the population suffers from preventable diseases directly related to diet and food choice. As a result of living in communities where healthy food options are not always available, we want to ensure that our community has the requisite knowledge to make healthy food choices.

**Food Drop-Offs**

Any food being dropped off to students by families during the school day must be brought directly to the Front Office of the Middle School or Upper School. Students may pick up their food from the Front Office once it has been approved by the Dean of Students.

**MWA Food Service is committed to:**

- Providing students with healthy and nutritious foods; all students will have access to healthy and nutritious food from MWA.
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains.
- Supporting healthy eating through nutrition education.
- Encouraging students to select and consume all components of the school meal.
The following outline provides a guide to the foods and beverages that are **approved** by MWA for students to bring for everyday breakfast, snack, and lunch:

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>Why is this the healthy choice?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Snack/protein bars</td>
<td>• Whole grains provide fiber and vital nutrients to fuel a healthy metabolism.</td>
</tr>
<tr>
<td>• Healthy sandwiches</td>
<td>• Lean protein allows for proper muscle development.</td>
</tr>
<tr>
<td>• Cereal/oatmeal</td>
<td>• Diets rich in calcium support healthy bone growth.</td>
</tr>
<tr>
<td>• Baked savory snacks (i.e. pretzels, crackers)</td>
<td>• Fruits and vegetables provide necessary vitamins and nutrients for proper develop and brain function.</td>
</tr>
<tr>
<td>• Homemade meals</td>
<td>• Water keeps the body hydrated and operating. It also helps flush out toxins.</td>
</tr>
<tr>
<td>• Fruit</td>
<td></td>
</tr>
<tr>
<td>• Vegetables</td>
<td></td>
</tr>
<tr>
<td>• Yogurt</td>
<td></td>
</tr>
<tr>
<td>• Whole grains</td>
<td></td>
</tr>
<tr>
<td>• Food items that are low in fat/calories</td>
<td></td>
</tr>
<tr>
<td>• Water</td>
<td></td>
</tr>
</tbody>
</table>

The following outline provides a guide to the foods and beverages that are **not approved** by MWA for students to bring to school other than on special occasions identified on the school calendar:

<table>
<thead>
<tr>
<th>NON- APPROVED*</th>
<th>Why is this not healthy for our daily food choice?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sodas</td>
<td>• High sugar consumption can lead to diabetes and excessive weight gain</td>
</tr>
<tr>
<td>• Sport drinks</td>
<td>• Diets that include too much sodium can lead to high blood pressure and heart disease.</td>
</tr>
<tr>
<td>• Juice (20+ grams of sugar)</td>
<td>• Foods high in fat can lead to high blood pressure, high cholesterol, excessive weight gain, and diabetes.</td>
</tr>
<tr>
<td>• Candy</td>
<td>• Caffeine is a stimulant, affecting your heart rate and blood pressure. Caffeine also has addictive properties- meaning the growing/developing body can become dependent.</td>
</tr>
<tr>
<td>• Gum</td>
<td>• Processed and artificially-flavored foods contain unhealthy chemicals and discourage healthy body development.</td>
</tr>
<tr>
<td>• Chips</td>
<td></td>
</tr>
<tr>
<td>• Sunflower seeds</td>
<td></td>
</tr>
<tr>
<td>• Cookies/Brownies/Desserts (outside of recommended personal serving size)</td>
<td></td>
</tr>
<tr>
<td>• Fast food</td>
<td></td>
</tr>
<tr>
<td>• Ramen/Cup of Noodles</td>
<td></td>
</tr>
<tr>
<td>• Caffeinated beverages</td>
<td></td>
</tr>
</tbody>
</table>

*Non-approved foods will be confiscated and disposed of. Students that receive multiple infractions of the Nutrition Policy will be issued a referral to the Deans’ Office.
**Bus Rights and Responsibilities**

Use of the MWA Bus Service is a privilege. For the safety of all bus riders the following guidelines must be followed:

- Food and drink (including water) are prohibited on the bus.
- Wave-Makers must board and exit the bus in an orderly manner. Enter the bus quietly and in a straight line. Upon exiting, wait for the Bus Monitor to call your name and check for your Authorized Transporter.
- Wave-Makers must follow the directions of the Bus Monitor at all times.
- Wave-Makers must line up in a single-file line and board or exit the bus quickly, quietly, and safely (QQS).
- Voices must be kept at a level 1 at all times. If a Wave-Maker has a question or a concern, they should raise their hand.
- Wave-Makers may not use inappropriate or disrespectful language at any time, on the bus or out of bus windows, or at the bus stop.
- Wave-Makers must occupy one seat and place backpacks and other belongings on their lap or under the seat.
- Wave-Makers must remain in their seat at all times, keeping the aisles clear, and facing forward.
- Wave-Makers must ask the Bus Monitor for permission to open and close windows.
- Wave-Makers must not leave litter or throw anything out of the windows.
- The Bus Monitor has a cell phone for emergencies and phone calls to parents/guardians.
- If a Wave-Maker is unable to follow the bus rights and responsibilities, the student will be suspended or expelled from riding the bus. The family will be responsible for transporting the student to and from school.

**Outside Expectations**

To maintain consistency and a positive school climate throughout the MWA community the following rules and expectations apply in all outdoor spaces across the MWA campus:

**GENERAL RULES:**

1. Follow all directions from MWA staff members and adhere to all school rules.
2. Share equipment and space.
3. Keep all areas clean and tidy.
4. Say "NO" to bullying. Tell a teacher if you see or experience bullying.
5. Practice good sportsmanship.
6. Freeze at the end of recess when the whistle is blown, then proceed immediately to designated line-up areas.

**THE GARDEN:**

- Students are never to stand on, get inside, or jump over concrete raised beds.
- Students must never pull or pick at plants in the garden without teacher permission.
- Students are never to eat anything from the garden without consulting with a teacher.
- Students are not to hide behind plants at any time.

**Turf/Field:**

- No food, beverages, or eating allowed on turf.
- No backpacks or students wearing backpacks allowed on turf.
- No lounging, hanging out, sitting, or loitering on turf area; students must be actively playing a game or sport.

**FENCES/GATES:**

- Stay inside MWA’s fences at all times. No students are permitted to be outside of fences.
- Students may not play or climb on fences.
- Students may not throw any objects through or over the fences or gates.
- Gates at the front entrance, picnic area, and basketball courts are for adult use only.
EQUIPMENT:

- Students will not have access to MWA Health and Wellness equipment. Students may bring recess equipment from home to share with others, and may store their own equipment in their lockers.
- If personal equipment brought from home goes over the fences, students and parents may retrieve it after school.
- If MWA or Health and Wellness equipment goes over the fences, MWA staff will supervise retrieval.
- No bats or hardballs are permitted for use at MWA.
- No jump ropes may be tied on fences or used in any physical way towards another person.
- No rollerblades, Heeley’s, scooters, or skateboards.
- Students may not climb poles or hang from hoops on the basketball courts. Hoops are for balls only.

PICNIC BENCHES AND CEMENT LEDGES/BENCHES:

- Students are to clean up after themselves after consuming food or beverages, trash is to be picked up and disposed of appropriately upon staff member instruction.
- Students cannot stand on picnic tables, benches, or cement ledges/benches anywhere on campus.

RESTRICTED ACTIVITIES, AREAS, AND EQUIPMENT:

- Any areas outside of the fences are off limits to students.
- Any area around or near storage sheds are off limits to students.
- Students are to remain off all landscaped and garden areas, including the sand/pebble/bark areas.
- Unsupervised students are not allowed in classrooms or hallways.
- No rock throwing; what is on the ground stays on the ground.
- Tag or Flag football only; no tackling or contact sports.
- No dog piling, wrestling, play-fighting, or similar games.
- No cheerleader flips, cartwheels, or gymnastics
VII. MWA Dress Code

Making Waves Academy strives to foster high standards in all areas of the school program, including student attire and personal appearance. At the Academy we believe that student attire has a significant impact on student behavior and school culture. Therefore, in order to promote and maintain a safe and inclusive learning environment, MWA has implemented a school-wide dress code policy.

All students are required to follow the MWA dress code outlined below, from the time they arrive until the time they leave campus. In general, students’ clothing should fit properly - not too baggy or too tight. If students or parents are unsure about the MWA dress code, it is their responsibility to seek clarification.

### MWA Dress Code

MWA Dress Code applies to in-class, on-campus, and off-campus field trips.

For students who violate the Dress Code, the following steps will apply:
- Discussion of Infraction and Reminder of MWAUS Dress Code Expectations
- Student receives a Dress Code Demerit
- Student is sent to the Front Office to adjust Dress Code as necessary
- Dress Code Demerit is entered in PowerSchool

Following Dress Code is a general proxy for being able to follow school rules and contributes to keeping the campus safe. After multiple Dress Code Infractions within a quarter, the student may also incur the following consequences:
- Parent-Student Conference with Dean
- In-house suspension
- Loss of privileges, including eligibility for Casual Dress and Professional Dress Days
- Discussion of appropriateness of placement at MWA

### Middle School Dress Code

**Only the following attire is considered appropriate for the “Middle School Dress Code:”**

- **Bottoms (pants, shorts, skirts)**
  - Must be solid-colored: Khaki (tan) or Navy Blue “uniform” bottoms.
  - NO cargo pants, jeans, stretch pants, “skinny” pants, or tight fitting pants.
  - Must be worn at waist level (belts are encouraged).
  - Shorts and skirts CANNOT be more than 3 inches above the knee and CANNOT be tight fitting.

- **Shirts**
  - Must have a collar.
  - Must be solid-colored: white or navy blue.

- **Sweaters and Hoodies**
  - Must be solid-colored: navy blue or black.
  - No emblems, logos, decorations, or decorative trim allowed.
  - Any color University/College sweaters and hoodies are permitted.

- **Jackets**
  - Must be navy blue, black, or grey.

- **Shoes**
  - Sneakers, flats and sandals are acceptable.
  - Heels must not be higher than ½ an inch.
  - Soles must not be thicker than 1 inch.
  - No shoes with cleats or spikes.
• **Identification Badges**
  
  o Each student will be issued a Making Waves Academy ID badge.
  o Students are expected to wear the ID badge at all times.
    - **Students should NOT have ID badges hanging from pant pockets, belt loops, etc.**
  o Students are not allowed to decorate/deface ID badges.
  o It is the student’s responsibility to replace lost / damaged ID badges. The ID badge replacement cost is $5.

• **Accessories**
  
  o Socks may be any color as long as they do not display inappropriate images or words.
  o Hats, caps, beanies and gloves are allowed, but must be removed once a student enters a school building.
  o Excessive bracelets (more than three on one arm), sunglasses, hoops, large earrings, and legwarmers are not allowed.

• **Makeup**
  
  o Makeup is not encouraged at MWA.

• **Hair**
  
  o Hair must be worn in such a manner that it is not distracting or disruptive to the orderly educational process.

• **Backpacks**
  
  o Only school backpacks suitable for carrying books and school materials are allowed. Backpacks and purses are not to be worn during instructional time and should be hung appropriately upon entering the classroom.

*Exceptions to the dress code will be allowed on specific “Free Dress,” “Business Attire” and “College Attire” days.

**MS Dress Code: Dressing Appropriately for Business Attire Days**

“Business Attire” days are held *every Wednesday* at the Middle School to provide students with regular opportunities to demonstrate wearing appropriate attire for professional business environments. Ensuring that you look both stylish and professional at school will do wonders for your confidence, self-esteem, and image. First impressions really count, especially in the work place, and people may make judgments about your abilities based on how you are dressed. By choosing the right clothes and accessories to wear, you will influence how people behave towards you in a positive way. Please note that students are **required** to wear business attire on Wednesday’s as this is a **non-negotiable** expectation.

Here are the guidelines on how to dress professionally and stylishly during “Business Attire” days at MWA:

Professional Dress Days, occurring once each month, provide students with regular opportunities to demonstrate wearing appropriate attire for professional business environments. Ensuring that we prepare our students to appear confidently and appropriately in professional environments is key to their success in the workplace and post-secondary education. The following clothes are appropriate for **professional dress**:

- Slacks, pants, or knee-length skirts in **black, brown, navy blue or gray**
- Formal blouses or long sleeved, buttoned up, collared dress shirts in **white, pastels or muted colors**
- Blazers, suit jackets in **black, brown, navy blue or gray**
- Sweaters in **black, brown, navy blue, gray, pastels or muted colors** is acceptable
- Suits and ties
- **Formal dress shoes** (not to exceed 2” if heels) and a **belt**
- Earrings should be quarter-sized or smaller, and any jewelry or accessories should be discreet.

*To note, if a student does not own or cannot obtain Professional Dress attire, Standard Dress Code attire is acceptable.*
MS Dress Code: Formal Wear
(For Special Events such as the Night of Lights or 8th grade graduation ceremony)

- **Young men** will wear suits and ties, the classic navy, black, gray suit. Young men must wear formal dress shoes and a belt. All shirts must be collared shirts. The acceptable colors for business wear at MWA and business dress code include black, grey, and dark blue.

- **Young women** will wear knee length dresses or skirts or slacks and a jacket. Tube top, spaghetti strap, or sleeveless dresses/ tops will be accompanied by a shawl, bolero, or other formal jacket. Scholars must cover any visible straps of dress. No undergarments should be visible.

**Note:** if a student does not possess or cannot afford appropriate “Business” or formal attire, then standard Middle School Dress Code attire will be acceptable.

MS Dress Code: Dressing Appropriately on College Attire Days
As part of our comprehensive efforts to develop a college-going culture at MWA, students have the opportunity to participate in weekly “College Attire” days every Friday to foster an early appreciation for and sense of pride related to colleges and universities of a students’ choice or interest. On “College Attire” days, students may wear the following attire:

- Any pants, skirts, shorts, bottoms, sweaters, hoodies, jackets, or accessories representing official colleges and universities.

The following attire is NOT permissible on “College Attire” days:

- No ripped or tattered clothing
- No spaghetti straps/ tube tops
- No inappropriate logos
- Shorts and skirts CANNOT be more than 3 inches above the knee and CANNOT be tight fitting

MS Dress Code: Dressing Appropriately on Casual Dress Days
MWA students have the opportunity to earn “Casual Dress” days to demonstrate individuality and personal responsibility through choosing their own attire on selected days. On “Casual Dress” days, students may wear the following attire:

- Name brand clothes
- Colored clothing
- Clothes with logos

The following attire is NOT permissible on “Casual Dress” days:

- No ripped or tattered clothing
- No spaghetti straps/ tube tops
- No inappropriate logos
- Shorts and skirts CANNOT be more than 3 inches above the knee and CANNOT be tight fitting

“Casual Dress” days may be earned for grade levels that show the greatest participation during “Spirit Week,” and by collectively demonstrating MWA’s Core Values at MWA and throughout the community.

Making Waves Academy School-wide Professional Dress Guidelines
Professional Dress Days, occurring once each month, provide students with regular opportunities to demonstrate wearing appropriate attire for professional business environments. Ensuring that we prepare our students to appear confidently and appropriately in professional environments is key to their success in the workplace and post-secondary education. The following clothes are appropriate for professional dress:
- Slacks, pants, or knee-length skirts in black, brown, navy blue or gray
- Formal blouses or long sleeved, buttoned up, collared dress shirts in white, pastels or muted colors
- Blazers, suit jackets in black, brown, navy blue or gray
- Sweaters in black, brown, navy blue, gray, pastels or muted colors is acceptable
- Suits and ties
- Formal dress shoes (not to exceed 2” if heels) and a belt
- Earrings should be quarter-sized or smaller, and any jewelry or accessories should be discreet.

Note: If a student does not own or cannot obtain Professional Dress attire, Standard Dress Code attire is acceptable.

**Upper School Dress Code**

Making Waves Academy strives to foster high standards in all areas of the school program, including student attire and personal appearance. At the Academy we believe that student attire has a significant impact on student mindset and behavior. In order to cultivate a sense of pride in one’s appearance, to provide the daily opportunity to acclimate to an external standard of dress, and to promote and maintain a safe and inclusive learning environment, MWA has implemented a school-wide dress code policy.

All students are required to follow the MWA dress code outlined below, from the time they arrive until the time they leave campus. In general, students’ clothing should fit properly and reflect a sense of professionalism to the academic environment - clothes should not be ripped, torn, overly baggy, inappropriately tight or revealing. If students or parents are unsure about the MWA dress code, it is their responsibility to seek clarification.

- **Bottoms (pants, shorts, skorts, and skirts)- worn at waist level with belt**
  - Colors: (solid) khaki or tan, black, or navy blue
  - Shorts, skirts and skorts must reach length of student’s fingertips when standing up straight
  - Not permitted: jeans, cargo pants, leggings, “jeggings”, inappropriately fitted pants

- **Shirts**
  - Colors: (solid) white, gray, light blue, navy blue, black
  - Must have a collar and be tucked in **at all times** (exceptions: MWA-issued athletic jerseys and college shirts on Fridays)
  - Not permitted: writing, logos, or large emblems permitted.

- **Sweaters and Hoodies**
  - Colors: white, gray, light blue, navy blue, brown or black.
  - Not permitted: writing, logos, or large emblems. **Hoods are not permitted to be worn inside the building or on campus outside unless there is inclement weather.**

- **Jackets**
  - Colors: white, gray, light blue, dark blue, brown or black
  - Not permitted: writing, emblems, or logos. **Jackets may not be worn in the classroom at any time.**

- **Shoes**
  - Colors: white, gray, light blue, navy blue, brown or black. Shoe strings must also be one of the approved colors above.
  - Shoes with laces MUST be tied; shoes with straps MUST be strapped.
  - Not permitted: open-toed shoes, sandals, slippers, or boots. Shoes must have a hard soled bottom.

- **All visible clothing accessories (including vests, socks, belts, etc.):**
  - Colors white, gray, light blue, navy blue, brown or black.
Not permitted: inappropriate language, slogans, or symbols. Hats, caps, and head coverings other than beanies are not permitted at any time (beanies are permitted for inclement weather; hats are permitted for MWA athletics teams during afterschool hours or during team-related events).

Students who have hats or other inappropriate accessory items visible after arriving on campus will have them confiscated. Students will get them back at the end of the day the first time, picked up by their parent the second time, and held for the remainder of the school year the third time.

Identification Badges
- Each student will be issued a Making Waves Academy ID badge. MWA-issued ID badges and lanyards are to be worn around the collar all times.
- Not permitted: defacing or marring MWA ID badges.
- It is the student’s responsibility to replace lost or damaged ID badges. The cost of ID badge replacement is $5.

Jewelry, Hair, and Makeup
- Earrings must be the size of a quarter or less (including dangling earrings).
- Facial and body piercings are heavily discouraged.
- Hair and makeup must be worn in such a manner that it is not distracting or disruptive to the orderly educational process. No heavy application of makeup or bright make-up is to be worn to school or formal school functions such as field trips.

Backpacks
- Only school backpacks suitable for carrying books and school materials are allowed. Backpacks, purses, and handbags are not to be worn while in the classroom – either when seated or standing. They should be hung appropriately upon entering the classroom.

Exceptions to the Dress Code will be allowed on specific “Casual Dress” and “Professional Dress” days. Please see the guidelines for Professional and Casual Dress. However, Professional and Casual Dress does not include tight or form fitting clothing, sheer or see-through clothing, torn or ripped clothing, or clothing

Upper School Casual Dress
MWA students have the opportunity to earn the privilege of “Casual Dress” to demonstrate individuality and personal responsibility through choosing their attire on selected days. On “Casual Dress Days”, students may wear the following attire:
- Jeans and T-shirts
- Name Brand Clothing
- Colored Clothing
- Clothes with Logos

The following attire is NOT permissible on Casual Dress Days:
- Leggings, sweats, or athletic pants
- Slippers, sandals or flip-flops
- No ripped or tattered clothing, tank tops or tube tops
- No inappropriate logos or images
- Shorts, skirts and dresses CANNOT be more than 2 inches above the knee (skirts) or above fingertips (skirts/dresses) and CANNOT be tight fitting.

*If a student is not able to comply with the Casual Dress Guidelines, s/he will be required to wear the standard MWA uniform. Upper School students may participate in Casual Dress Day depending on their eligibility.
Making Waves Academy believes that each student has liberties that include freedom of expression (artistic, intellectual, individual), freedom from physical aggression, and freedom from concerns regarding personal safety in the school environment. To support the growth of our students (Wave Makers), Making Waves Academy believes in the Youth Model. This model of student support asserts that students, especially students coming from urban environments, are not broken, but have valuable skill sets to be accessed. In addition, Making Waves Academy provides resources that target the development and acquisition of various skills (academic, intellectual, and socio-emotional in preparation for collegiate and professional environments). Making Waves Academy’s discipline philosophy is predicated on the belief that students’ needs and strengths should be assessed in order to assist her/him in navigating towards academic and life goals.

**Discipline Policy**

- Discipline at Making Waves Academy is a collaborative effort that involves administration, faculty, parents, and students. Students are expected to alert an adult should they witness a behavior that may harm or violate the norms of the community. Discipline is understood through the lens of reflection, empathy, respect, and relationship. Discipline is not intended nor used as punishment to limit holistic development, but administered to guide the development and needs of students.

- The teacher is the first point of contact for behavioral infractions. If a student commits an egregious act, they are immediately sent to the Dean of Students. The role and responsibility of the Dean of Students is to aid in the development of the students’ character and academic acuity, while working closely with families and various constituencies to further support the students’ socio-emotional development.

Effective discipline teaches soft skills- the characteristics that define an individual’s disposition and influence his or her relationships with peer groups and the community, which are necessary for college readiness/matriculation and life-long success. The core values serve as a basis for developing these skills, as well as providing our community with a series of norms for accountability. By reinforcing the Academy’s core values, we are teaching the soft skills necessary to cultivate the students’ overall character, so that Wave Makers become positive contributing members of society.

**Student Code of Conduct**

Teaching and learning for all students is the highest priority. Therefore, one student’s misbehavior will not be allowed to interfere with the learning opportunities of other students, or the teacher’s responsibility to teach all students. In working to promote both academic and social development, MWA’s school-wide discipline policies are intended to enforce school-wide behavior and academic expectations. Students who fail to adhere to these expectations by committing a disciplinary infraction(s) will be given a disciplinary consequence(s).

**Restorative Action**

One of the core tenets of MWA is the importance of Community, one of MWA's Core Values. As such, where applicable, students are assigned restorative action as part of their disciplinary consequences.

**Disciplinary Consequences**

A disciplinary consequence is an action taken as a direct result of a disciplinary infraction. Disciplinary consequences are assigned to students at the discretion of the Dean of Students and may vary depending on the severity and frequency of the disciplinary infraction. If it has been determined that a student has committed a disciplinary infraction, the student may be subject to, but not limited to, the following consequences:

- **Loss of privileges:** A specific period of time wherein a student may not participate in school-sponsored activities and/or events.
• **Detention:** A period of non-instructional time when the student is detained because of a school rules infraction is called a detention (e.g., being benched during recess or staying after school).

• **Writing activity:** Depending on the topic of the consequence (e.g., bullying, name calling) the student may be required to write an essay. Students may be required to present their essay to their peers during community building time.

• **Beautification:** A period of supervised non-instructional time in which a student participates in campus clean-up.

• **In-House Suspension:** When sent out of class with a Behavioral Referral, students are not allowed to return to class for the duration of the period. Student can also remain on campus but out of class for the rest of the day.

• **Confiscation of possession(s):** MWA may at any time confiscate items that are considered to be “prohibited items.” Subject to any legal obligations, these items may be withheld until the end of the school year, and may be retrieved at this time by the parent/guardian.

• **Required parental attendance:** MWA believes that parental involvement plays an instrumental, important, and significant role in the resolution of classroom behavior problems. As such, parental presence may be requested in the case that student misbehavior is persistent and for cases in which it has been determined that it is the best strategy to promote positive interaction between the student and the teacher and to improve classroom behavior. If a student receives 3 or more Referrals in a month, parents may be required to shadow that student for a period of time.

• **Denial of school-provided transportation:** A specific length of time (which may extend the duration of the school year) wherein a student is not permitted to ride school-provided transportation. During this time, it is the parent/guardian’s responsibility to arrange alternate transportation for the student.

• **Out-of-school suspension:** 1-5 days in which the student may not attend school, return to campus, or attend any school-sponsored events.

• **Expulsion:** The permanent removal of a student from MWA. Such action must be recommended by the Division Director. The Disciplinary Committee of the MWA Board along with the MWA CEO conduct a formal hearing to determine if the recommendation for expulsion will be accepted.

**School Safety Policy Guidelines**

It is the policy of Making Waves Academy to provide a safe environment for students and staff by removing students whose actions cause a potential or continuing danger to students and/or staff. In addition to disrupting the educational opportunities of other students, should any student commit any of the following infractions, the student will be recommended for expulsion from Making Waves Academy:

**Expulsion Infractions**

*Possession of a weapon and/or dangerous object(s):* Students are prohibited from possessing weapons, imitation firearms, knives of any type (including Swiss-army or multi-tools including a knife attachment), or dangerous instruments of any kind in school buildings, on school grounds or buses, at a school-related events or school-sponsored activities on school grounds.

*Committed an obscene act or engaged in habitual profanity or vulgarity:* Students that are habitual offenders of derogatory/prejudiced remarks regarding another student’s skin color, ethnicity, sexual orientation, etc., will not be tolerated.

*Sexual Harassment:* Sexual harassment is a violation of state and federal laws and is not permitted at Making Waves Academy.
Fights/Threats/Bullying: Students are encouraged and expected to take the following steps to resolve conflict instead of resulting to physical action, threats, or intimidation:

- Inform a Dean of Students, teacher, site monitor, security or any adult in the general vicinity.
- Walk away from the situation that appears to be escalating, then seek out assistance.
- Take deep breaths to help calm down.

Request a conflict mediation meeting with the Dean of Students to help resolve potential conflicts.

Consequently, fighting, repeated threats to fight, or bullying as a means of creating or resolving conflicts will result in a recommendation for expulsion.

Controlled Substances (Drugs or Alcohol):
Both of the following circumstances will constitute grounds for a recommendation of expulsion:

- Using, possessing, attempting to buy or selling a controlled substance (illegal drugs or alcohol) or being under the influence.
- Students possessing, attempting to buy, using or selling alcohol or other drugs or related paraphernalia at school or at a school event will be recommended for an Expulsion.
  - This includes possession of tobacco or nicotine products, including but not limited to cigarettes (including e-cigarettes, hookah pens) snuff and smokeless tobacco.

(Please Note: Any of the aforementioned offenses may be reported to the proper legal authorities.)

The above school rules and regulations apply to all school activities, on or off campus, including school-sponsored activities and events, as well as in transport to/from school grounds.
IX. Campus Safety Protocols and Procedures

Search and Seizure

Searches
Making Waves Academy is fully committed to promoting a safe learning environment. To ensure this Making Waves Academy will act in accordance with state law to provide procedures and policies with the goal of eliminating the possession and use of prohibited items such as weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, law enforcement, academy security personnel, and/or Executive/Senior Leadership may search a student’s personal property, and/or property belonging to Making Waves Academy under the student’s use and control and may seize illegal, unsafe, or otherwise prohibited items. A student and his/her belongings may be searched if there is reasonable suspicion that the student is engaged in a violation of the law or established school rules. Any illegal items and the possession of illegal items (as defined by state law and MWA’s policies and guidelines) may be subject to law enforcement. As such Making Waves Academy will conduct periodic locker searches throughout the year. Copies of the MWA Search and Seizure policy can be requested at the Middle and Upper School offices.

Academic Integrity
At Making Waves Academy (MWA), students are expected to give their best at all times and to consistently put forth the effort needed to achieve academic excellence. Forgery, plagiarism, and academic dishonesty of any kind are not tolerated.

Plagiarism
Submitting someone else’s work as one’s own, including that of tutors, friends, parents or siblings or paraphrasing without giving credit to the source:
- Turning in purchased papers or papers from the internet written by someone else
- Helping others plagiarize by sharing one’s work, even if a student is unaware it will be copied
- Using someone else’s idea without giving credit to the original source

Note: Students can use other people’s ideas and even paraphrase or quote their words, but they must give them credit in the writing. Using phrases such as “According to…,” and “In the book…” acknowledges the original author or content owner. Students should cite all sources in a bibliography.

Cheating
- Copying assignments that are turned in as original work
- Trading assignments with other students
- Using unauthorized notes or technology, such as bringing notes into a test or using a computer program to translate an assignment and turning it in as one’s own
- Sharing answers before, during or after quizzes or tests. Students must be responsible for their own papers and make sure others cannot copy their work

Ways to avoid plagiarism and cheating
- Plan ahead. Rushing to get one’s work done the night before a big project is due may make it more tempting to cheat or plagiarize.
- Be sure to understand the assignments. Students should not rely on your friends for information about what is required.
- Students should not read someone else’s paper or homework before doing their own work. Students should seek clear direction from teachers about when and how collaboration with partners is appropriate.
- ALWAYS cite the sources used in drafting a paper, report, project, etc. Follow the citation format required by the teacher or content area.
- Keep a list of the sources used (including the author, title, publisher and copyright date). Make sure to note which information you got from which source.
- Students should protect their own work. Ensure that other students do not have access to homework, essays, projects, tests, or other assigned work that has been completed. If someone else plagiarizes a
student’s work, the academic integrity of both assignments or assessments is compromised and both students will receive the same grading consequence.

- When in doubt about what to do to avoid cheating or plagiarism, ask the teacher or administrator.

MWA Middle School Consequences for Plagiarism

- 1st Infraction
  - Student warning with a phone call home in addition to the student having to redo the assignment.
    - The student should spend lunch recess reviewing the policy of plagiarism and write a reflection essay (which can be found at the front office).

- 2nd Infraction
  - Should the student commit a second infraction, the student will receive an automatic “F” with a phone call home informing the parents of the infraction.

- 3rd Infraction
  - The student will receive an automatic “F” for the assignment
  - Student is sent directly to the DOS with a consequence to follow that may involve, but not limited to: suspension/expulsion, parent shadowing, and an essay regarding the importance of proper citation, etc.

MWA Upper School Consequences for Plagiarism:

- Please refer to Upper School Immediate Referrals Matrix to see the scaled consequences of confiscation for electronic devices.

Anti-Bullying Policy

MWA has a no tolerance bullying policy. Bullying by any individual at MWA is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. MWA will report all abuse to the appropriate legal authorities as required by the law.

As used in this policy, “discrimination, harassment, intimidation, and bullying” describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, that is based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy.

To the extent possible, MWA will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond, and address any reports of such behaviors in a timely manner. MWA staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

What is Bullying?

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable student to experience substantial interference with his or her academic performance.
4. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
“Electronic Act” means the transmission by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, or image.
2. A post on a social network Internet Web site including, but not limited to:
   a. Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
   b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
   c. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

What is Cyber Bullying?
“Cyber bullying” means bullying by use of an electronic act(s) as described above. Cyberbullying includes, but is not limited to, using electronic communication to intimidate, control, humiliate, and/or manipulate another person.

Reporting
All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the Dean of Students or designee. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.

MWA acknowledges and respects every individual’s rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible.

MWA prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter’s filing of a complaint or the reporting of violations of this policy. Such participation shall not in any way affect the status, grades or work assignments of the reporter.

Investigation
Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of MWA, the Dean of Students or designee will promptly initiate an investigation. At the conclusion of the investigation, the Dean of Students or designee will notify the complainant of the outcome of the investigation. However, in no case may the Dean of Students or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.
Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time.

All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location in the Main Office of the Charter School.

In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.

**Appeal**

Should the Complainant find the Dean of Students or designee resolution unsatisfactory, he/she may within five (5) school days of the date of resolution, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant’s appeal and render a final disposition.

**Consequences for Bullying**

Students found to be bullying are subject to the disciplinary consequences up to and including suspension or expulsion. In addition, any student involved in bullying activity, regardless of their role, may be required to participate in the following:

- **Bullying Education:** Participation in a specific number of bullying “workshop” sessions centered around bullying education (i.e. statistics, prevalence, impact of bullying)
- **Restorative Justice:** Specific activities aimed to repair the damage cause to the school community by bullying (i.e. write an essay on the harmful effects of bullying and present essay to the school community)
- **Psychological Services:** A specific number of individual or group counseling sessions facilitated by a therapeutic clinician.

**Harassment Policy**

MWA is committed to providing a work and educational atmosphere that is free of unlawful harassment. MWA prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The School will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted, including those on social networking sites and communication devices.

All complaints of harassment will be treated seriously. Students are expected to guide all of their actions with others using the MWA Core Values. Material that is considered verbally or physically threatening, obscene, racist, discriminatory, will not be tolerated. The school will address harassment which includes social networking threatening posts and/or correspondence that comes to the attention of the school. Making Waves Academy reserves the right to access and review any and all information in an attempt to preserve the safety, health, and overall well-being of the student.

If you believe that your student may have been subject to discrimination and would like to request a School investigation, please request a copy of our Uniform Complaint Policy and complaint form and/or our general complaint policy and form, which can be obtained in both the Upper and Middle School offices. MWA Administration can help you distinguish between these policies and forms as needed.
X. Discipline, Suspension and Expulsion Procedures

Disciplinary Infractions
A disciplinary infraction is considered to be any action in violation of MWA’s code of conduct that occurs while the student is at school, in route to or from school, or at a school-sponsored event/activity (also known as “extended learning spaces”). This includes waiting for, or riding on, school-provided or public transportation to and from school or any school-sponsored event or activity. Determinations of disciplinary infractions are subject to the discretion of Dean of Students or the Division Director/designee(s). Students that have committed a disciplinary infraction(s) are subject to a disciplinary consequence(s).

MWA is committed to educating students in an environment of safety, discipline and high achievement for all students. As a result, MWA makes significant efforts to help students understand the rules of comportment at MWA, the self-discipline necessary for success in school and the community, and the way to interact with other students, staff and community members in a respectful and positive manner.

MWA develops and maintain a comprehensive set of student discipline policies. These policies are printed and distributed as part of the school’s student handbook. This handbook clearly describes MWA’s expectations regarding attendance, mutual respect, work habits, safety, fighting, violence and substance use, as well as MWA’s policies regarding the grounds for suspension or expulsion.

- Students accused of any infractions of the discipline code are provided their due process rights as mandated by state and federal law, and in accordance with MWA’s policies. This includes notification of any suspension to the student’s parent(s)/guardian(s) in their home language, a comprehensive collection and examination of the facts, a meeting with the students involved and their families concerning the facts, and a fair and timely conclusion/consequence.

- Behaviors that may lead to suspension include, but are not limited to, physical violence or threats of violence, possession of controlled substances, possession of weapons and defiant and disruptive behavior. These behaviors are detailed below.

- In order to address incidents of relatively minor student misbehavior, the first step will typically be for our SST to meet, so that staff and family members can discuss and determine appropriate interventions to be taken, and for our SST to subsequently hold a follow-up meeting. MWA believes students should be in school during school hours so they are learning, and so as not to put any undue burden on their working families. We will make every effort not to suspend children when feasible and prudent, by imposing in-school alternatives to sending children home, such as detention or Saturday school.

A student whose conduct constitutes a clear and present danger to herself/himself or others may be immediately suspended and later expelled by our Board of Directors upon the recommendations of the Dean of Students, Division Director and Chief Executive Officer’.

Suspension
A disciplinary action that temporarily removes a student from the school is called suspension. A suspension may last from one (1) to five (5) days and may be given as a result of one of the following student actions:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force of violence upon the person of another, except self-defense.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
Committed or attempted to commit robbery or extortion.
Caused or attempted to cause damage to school property or private property.
Stole or attempted to steal school property or private property.
Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student’s own prescription medications.
Committed an obscene act or engaged in habitual profanity or vulgarity.
Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
Knowingly received stolen school property or private property.
Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.
Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to students in any of grades 4 to 12, inclusive.
Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable student to experience substantial interference with his or her academic performance.
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) “Electronic Act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

   i. A message, text, sound, or image.
   ii. A post on a social network Internet Web site including, but not limited to:
      (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
      (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Chief Executive Officer or designee’s concurrence.

**Expulsion**

An action by the MWA removing a student permanently from MWA for misconduct is called an expulsion. Students may be expelled for offenses listed above or as otherwise noted in MWA’s discipline policies. Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the student:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Chief Executive Officer or designee’s concurrence.

If it is determined that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

MWA engages in progressive discipline whenever appropriate and depending on the nature of the offense. We encourage all students to follow all school rules at all times because, depending on the nature of the offense, it is possible that MWA will proceed directly to suspension or expulsion.
Due Process Regarding Suspension and Expulsion

The MWA Board establishes policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the MWA Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student’s presence causes a continuing danger to him/herself or others.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

A complete copy of MWA’s Suspension and Expulsion Policy is available in the main office of each school.

Responsibilities of Parties

1. STUDENTS’ RESPONSIBILITIES
   - Read, understand and follow the MWA school rules and regulations;
   - Submit to the authority of teachers, administrators and classified employees who have student supervisory assignments with respect to student behavior during school activities;
   - Demonstrate good behavior while on the school grounds, while going to and from school, during the lunch period, and during or while going to or coming from a school-sponsored activity;
   - Respond to the school staff in a fashion that shows individual respect;
   - Read and understand the discipline policies outlined in the school handbook and posted in teachers’ classrooms. If a rule or policy is unclear, request that the faculty member explain its meaning.

2. PARENT/GUARDIANS’ RESPONSIBILITIES
   - Read and understand school rules and regulations relating to discipline;
   - Discuss all components of the school Comportment Policy with the student;
   - Work with the school to modify and correct unacceptable student behavior;
   - Respond to the school staff in a timely and respectful manner.

3. TEACHERS’ RESPONSIBILITIES
   - Support and enforce all school rules and regulations fairly within classrooms, halls and campus;
   - Communicate with and respond to students and parents in a timely and timely manner;
   - Propose and recommend conferences with parents, counselors and administrators concerning students with serious behavioral problems;
   - Report to the Division Director or counselor all serious or willful acts of misconduct by students and other individuals;
   - If appropriate, give detentions for tardiness, unexcused absences, minor behavior infractions, or institute other appropriate consequences for these kinds of behaviors.

4. ADMINISTRATORS’ RESPONSIBILITIES
   - Administration shall inform teachers of each student who has engaged in any of the acts described in any of the subdivisions. Administration shall provide the information to teachers based upon any written records that the school maintains in its ordinary course of business or receives from a law enforcement agency;
   - Communicate with and respond to students and parents in a fashion that shows individual respect;
   - Issue in-school suspensions and detentions for those students who demonstrate unacceptable behavior and who fail to honor this policy;
   - Give suspensions from one (1) to five (5) days to students when other means of correction fail to bring about good conduct or when the action of that student presents a danger to persons or property or threatens to disrupt the educational process;
Monitor at-risk students with ten (10) or more days of suspension, and keep parents informed about corrective actions being instituted to assist students to improve behavior.

5. COMMUNITY RESPONSIBILITIES

- On a limited basis, the community police may cooperate with the MWA administration in the investigation of incidents where the law may have been violated.
XI. Middle School Discipline System

Disciplinary Infractions
A disciplinary infraction is considered to be any action in violation of MWA’s code of conduct that occurs while the student is at school, in route to or from school, or at a school-sponsored event/activity (also known as “extended learning spaces”). This includes waiting for, or riding on, school-provided or public transportation to and from school or any school-sponsored event or activity. Determinations of disciplinary infractions are subject to the discretion of Dean of Students or the Division Director/designee(s). Students that have committed a disciplinary infraction(s) are subject to a disciplinary consequence(s).

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<th>INFRACTION TYPES</th>
<th>DESCRIPTION</th>
<th>CONSEQUENCES</th>
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| Procedural: Behaviors that affect only the misbehaving student are disruptive to the classroom learning environment and non-compliant with standard classroom operating procedure. The teacher is the primary respondent. | • Not having appropriate equipment and materials- When class begins, students must be prepared and have all necessary materials (books, organized binder, paper, pen, pencil, etc.).
• Sleeping in class- Students are required to sit upright and be active participants in class.
• Gum chewing and unauthorized eating in classroom or hallways- Students may not chew gum at any time. Students may not eat or drink at unauthorized times or places at Making Waves Academy.
• Being off task, but not disrupting others- All students are expected to remain focused and follow their teacher’s direction.
• Improper use of school equipment or materials- All equipment must be used as directed by teacher/MWA staff. Students must receive permission to use special equipment.
• Dress code violations- Students are required to follow the daily school dress code at all times (Please see Dress Code requirements)
• Truancy/Repeated lateness- Students are expected to attend all classes every day and to be on time. Students must present an official note excusing their absence. Parents may not arbitrarily take students out of school without returning with a clearance note from a doctor.
• Skipping/Cutting class- Students may never skip or choose not to attend any of their classes.
• Failing to follow a reasonable request of a staff member or volunteer- Students must respect the requests of all adults. If there is confusion, or any problems, it is the responsibility of the student to respectfully resolve the situation in an appropriate manner (i.e. ask for help, have dialogue, etc.). | A Referral is issued for each of these infractions, in addition to other consequences listed below (unless otherwise specified)
Range of Consequences:
• Loss of Privilege (lunch recess)
• Detention (1 day)
• Student to present essay during community building time
• Phone call home
• Physical activity at the discretion of the Dean of Students. (Physical activity will not exceed 20 minutes per visit to the Dean’s office with a maximum of two to three visitations, e.g running, calisthenics, pushups, etc.
• Parent Shadow (Parents may be requested to shadow their student should the student consistently not meet the behavioral expectation of the Academy.) Parents can receive volunteer hours for shadowing their child during school hours.

Staff Oversight: Teachers

Self Management: Behaviors in the classroom or extended

• Horseplay- All students are required to behave in a manner that is productive and appropriate to the learning

Range of Consequences:
• Parent meeting with Dean of
learning space that interfere with the learning of others. Teacher is the primary respondent, with Dean of Students providing support

- **Being off campus or in an unauthorized area without permission**- All students must remain on campus until dismissed by a teacher, and/or staff member. All students must have authorized permission (i.e. hall pass) to be outside of their designated class.

- **Inappropriate display of affection**- A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.

- **Inappropriate/inadequate participation in school activities**- It is important that all students have a safe and supportive environment in which to learn. All students are expected to participate in a manner that is consistent with the student expectations of Making Waves Academy.

- **Cheating or plagiarism**- Students may not cheat or copy the work of others (or allow other students to copy work). All work must contain appropriate citations and plagiarism (copying) is strictly prohibited. In addition to other disciplinary consequences, this offense may result in long-term suspension and/or expulsion. This also includes forgery. Forging signatures is prohibited (see page 26).

- **Violations of the computer and network use policy not pertaining to Level IV infractions**- Students must treat computers, printers, and other technology with care. Making Waves Academy does not tolerate attempts to access the school’s files or other inappropriate uses of technology or the internet. Students may not use school computers to access chat rooms or web sites or files that contain profanity, sexually explicit language, excessively violent themes, and/or other material inappropriate for minors. Students are allowed to check personal email with permission of their teacher.

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<th>Disruptive: Disruptive behaviors that negatively affect an orderly environment. Dean of Students is the primary respondent, with support from the Division Director.</th>
<th>Disturbing another student in any way- Students may not disrupt another student.</th>
<th>Theft and/or the defacement or destruction of property- Students may not steal, damage, break and/or graffiti any property. Students are expected to return items to their rightful owner in its original condition or to reimburse the owner and/or the school for lost,</th>
<th>Staff Oversight: Teachers, Dean of Students</th>
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damaged, or stolen property. It will be the responsibility of the parent(s) to pay for appreciated cost, and/or the replacement of property.

- **Possession of inappropriate literature, images, music, and/or videos** - Students are not allowed to bring books, magazines, music, pictures, videos or articles that contain vulgar, profane, or sexually explicit material.

- **Profanity and/or abusive language** - Students may not use abusive, threatening, vulgar, coarse, or degrading language (including racial epithets and sexist or homophobic remarks).

- **Disrespect/non-compliance toward adults or peers** - A school cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the school.

- **Possession of a non-lethal object not allowed at school** - Students cannot possess beepers, Walkman, CD players, iPods, MP3 players, cell-phones, cameras, laser pointers, electronic equipment, games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. In the event you are seen with any of these devices on campus they will be taken away and returned on the last day of school. Subject to any legal obligations, such items will be confiscated regardless of the owner and irrespective of any costs or fees students and/or their families may incur as a result. (See Appendix E)

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<th><strong>Aggressive: Behaviors that impact the physical and/or mental safety of others and/or are illegal</strong></th>
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<tr>
<td>Dean of Students is the primary respondent with support from the Division Director. Student may be suspended for the maximum number of days allowable by law with the possibility of expulsion for all Level 4 infractions.</td>
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- **Unauthorized possession, sale, or otherwise furnishing of any firearm, knife, explosive or other dangerous object** - Students are not allowed to bring a weapon of any sort to school, have a weapon on him/her or his/her property, or use any object in a dangerous or threatening manner. Weapons include, but are not limited to: air rifle, starter/pellet pistol, blackjack knife, gun, or any object that can be used to inflict serious bodily harm.

- **Intimidation/extortion/threats** - Students are not allowed to bully, use intimidation tactics, blackmail or threaten another student or adult.

- **Hitting, grabbing, shoving** - Students are not allowed to engage in physically aggressive behavior at MWA.

- **Fighting – assault or battery of any kind** - MWA students may not fight with other students.

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<th><strong>Range of Consequences:</strong></th>
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<tr>
<td>Immediate Referral to Dean of Students</td>
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<td>Parent meeting with the Dean of Students</td>
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<td>Physical activity at the discretion of the Dean of Students. (Physical activity will not exceed 20 minutes per visit to the Dean’s office with a maximum of two to three visitations, e.g running, calisthenics, pushups, etc.</td>
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<tr>
<td>Parent Shadow (Parents may be requested to shadow their student should the student consistently not meet the behavioral expectation of the Academy.) Parents can receive volunteer hours for shadowing their child during school hours.</td>
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<tr>
<td>Suspension (depending on the severity)</td>
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<tr>
<td>Mediation with a representative from the Richmond Police Department (RPD)</td>
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**Staff Oversight:** Teachers, Dean of Students, Division Director
students from MWA or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated. In addition to fighting, students may not commit assault, including sexual assault, or assault and battery on a student, school employee, or another person. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person.

- **Gross disrespect toward adults or peers**- Making Waves Academy fosters an environment of respect, academic success, and safety. Gross disrespect (cursing, name calling, obscene gesturing) is not tolerated.

- **Possession, sale, distribution, or use of tobacco, alcohol, drugs, any controlled substance, or any intoxicant of any kind**- Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. In addition, students may not offer, arrange, or negotiate to sell any of the aforementioned substances. Students may not be in possession of prescribed or over-the-counter drugs. Prescribed drugs must be delivered to the Nurse or Office Manager by a parent or guardian with a doctor-signed Medication Authorization Form. Students with a parent note may possess daily amounts of over the counter medication.

- **Pulling a fire alarm without cause or otherwise making a false alarm**- Students may not intentionally set off a false alarm or make a destructive threat.

- **Harassment of any kind**- Harassment and/or bullying is not tolerated by any means.

- **Arson and possession/use of explosive devices**- Students may not set a fire or be in possession of any kind of explosive device and/or material.

- **Hazing**- Any type of abusive, humiliating, and/or form of initiation is not allowed.

- **Inappropriate sexual conduct**- A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.

- **Violations of the computer or network use policies pertaining to Agressive infractions**—Students may not use the computers, or other networks to bully, humiliate, threaten or intimidate another student or adult. In addition, students may not make threats outside of the school environment pertaining to any student or adult at the school.

Behavioral expectation of the Academy. Parents can receive volunteer hours for shadowing their child during school hours.

- **Suspension/In-House Suspension** (depending on the severity)

- **Mediation with a representative from the Richmond Police Department (RPD)**

- **Parent Meeting with Division Director, Dean of Students, MWA Chief Executive Officer**

- **Recommendation for Expulsion**

**Staff Oversight:** Dean of Students, Division Director, MWA Chief Executive Officer

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**Identified Consequences and Positive Student Acknowledgment**

**Range of Disciplinary Responses**
The following lists of incentives and consequences will be administered to promote teaching and learning for all students. The staff member who has oversight in responding to a particular infraction of the disciplinary code will determine how to act within the range of consequences specific to each disciplinary level. Making Waves Academy and its staff members are not obligated to administer every consequence within a given range or to first administer lesser consequences within a range.

**Positive Incentives**
- Visual/Verbal Praise
- Positive Contact (i.e. handshake, high-five)
- Merit Points
- Positive Acknowledgment “Big Up”
- “Rap Session” w/Staff
- Bell keeper (Student of the Week)
- Letter/Card or Gift from Staff
- Positive Phone-Call Home
- Special Classroom Job
- Increase in School Privileges (i.e. assigned study hall, bell keeper, student assistant)
- Casual Dress Privilege

**Classroom Management Policy**
When a student does not follow classroom expectations, the following are strategies utilized by faculty to redirect behavior for positive individual and learning outcomes:
1. Verbal Warning: spoken cue to student that behavior is not appropriate
2. “Pause” or “Check-In”: provision of time/space for student to reflect, de-escalate as necessary and make the choice to positively change his/her behavior
3. Application of classroom consequences per teacher’s Classroom Management System, listed in syllabus
4. Parental Contact by teacher
5. Scheduling of Parental Conference by teacher as needed
6. Application of Academic and/or Behavioral Intervention Strategies by teacher

If the student does not positively re-direct his or her behavior, s/he will be issued a Referral and sent to the Dean of Students.

**Behavioral and Immediate Referrals**
Students are issued Behavioral Referrals for not responding to behavioral redirection from an adult, or for committing an infraction requiring Immediate Referral to the Dean of Students. Please see below for the range of consequences for Behavioral Referrals, as well as for infractions requiring Immediate Referral to the Dean of Students.

**Referral Procedures**

| Student receives a Referral | • Student is issued a Referral and sent to the Dean of Students  
|                           | • Student is not permitted to return to class for the duration of the class period  
|                           | • Student is Required to complete written reflection Form  
|                           | • Student and Staff/Faculty member participate in Restorative Conference  
|                           | • Parental Contact by Faculty member and Dean  
|                           | • Student is assigned a lunch time or after-school Detention  
<p>|                           | • Student is assigned Restorative Action if deemed necessary |</p>
<table>
<thead>
<tr>
<th>If student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Fails to complete Restorative Action or participate in Restorative</td>
<td>• Mandatory Student- Parent Conference with the Dean of Students</td>
</tr>
<tr>
<td>Conference</td>
<td>• Mandatory Parent observation of student during school day</td>
</tr>
<tr>
<td></td>
<td>• Suspension*</td>
</tr>
<tr>
<td>2) Escalates or continues behavior for which Referral was issued</td>
<td></td>
</tr>
<tr>
<td>3) Receives multiple Behavioral Referrals</td>
<td></td>
</tr>
</tbody>
</table>

*Out-of-School Suspensions for excessive Behavioral Referrals progressively increase in length of duration from 1-5 days. After a student has been suspended for repeated excessive Behavioral Referrals, the following can occur:

- Parent- Student Conference with the Dean and Director
- Discussions regarding the appropriateness of placement at MWA
- Recommendation for Expulsion

After a student has been suspended for a total of 10 days for Behavioral Infractions, a mandatory pre-expulsion agreement will be put in place.
XII. Upper School Discipline System

The purpose of the Making Waves Academy Upper School approach to Student Discipline is to give each student the opportunity to self-correct inappropriate behaviors before receiving consequences. It is designed to be transparent, progressive, and restorative. Nevertheless, please be aware that Making Waves Academy and its staff members not obligated to administer every consequence within a given range or to first administer lesser consequences within a range. This is true for both middle school level and upper school level discipline.

The Upper School Discipline Policy also allows for celebrating and recognizing good behavioral choices and behaviors. Students receive recognition for numerous behaviors and acts that contribute positively to the classroom and school-wide communities and overall learning environment.

Classroom Management Policy
When a student does not follow classroom expectations, the following are strategies utilized by faculty to redirect behavior for positive individual and learning outcomes:

1. Verbal Warning: spoken cue to student that behavior is not appropriate
2. “Pause” or “Check-In”: provision of time/space for student to reflect, de-escalate as necessary and make the choice to positively change his/her behavior
3. Application of classroom consequences per teacher’s Classroom Management System, listed in syllabus
4. Parental Contact by teacher
5. Scheduling of Parental Conference by teacher as needed
6. Application of Academic and/or Behavioral Intervention Strategies by teacher

If the student does not positively re-direct his or her behavior, s/he will be issued a Referral and sent to the Dean of Students.

Behavioral and Immediate Referrals
Students are issued Behavioral Referrals for not responding to behavioral redirection from an adult, or for committing an infraction requiring Immediate Referral to the Dean of Students. Please see below for the range of consequences for Behavioral Referrals, as well as for infractions requiring Immediate Referral to the Dean of Students.

Upper School Procedure for Immediate Referrals
The below behaviors will result in Immediate Referral to the Dean of Students. These referrals carry the same consequences listed above.

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>DESCRIPTION</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
</table>
| Non-Report to Detention | Students must report to lunch or after-school detention on the date that they are assigned. | 1st Infraction: Referral  
  o Mandatory Lunch Detention and After-School Detention the following day  
  2nd Infraction: Referral  
  o Parent Conference  
  o Suspension 1 day |
| Usage or Possession of cell phone or other electronic device during school hours | Please Reference MWA Cell Phone/ Electronics Policy. | • 1st Infraction: Confiscation of device until the end of the school day  
  o Written Reflection  
  o Parent Notification  
 • 2nd Infraction: Confiscation of device until Parent/ Guardian pick-up  
  o Written Reflection  
  o Parent Notification  
 • 3rd Infraction: Confiscation of device & possible detention or suspension.  
  o Parent Notification |
| --- | --- | --- |
| Violation of Arrival/ Dismissal Policy or Closed Campus Policy | See MWA Arrival/ Dismissal Policy. | • 1st Infraction: Referral  
  o Restorative Action Required  
 • 2nd Infraction : Referral  
  o Restorative Action Required  
  o Parent Conference  
 • 3rd Infraction: Referral  
  o Restorative Action Required  
  o Suspension 3-5 days  
 *Depending on the severity of the infraction, the following may also apply:*  
  o Suspension from after-school programming  
  o Possible Report to Law Enforcement  
  o Parent Conference with US Director to discuss student placement at MWA  
  o Recommendation for Expulsion |
| Out of class or Off Campus without Permission | Students are to be in possession of a hall pass at all times, and may not leave the classroom during class time without a pass signed by an MWA Staff member. Students may not leave campus prior to dismissal without signing out in the Front Office with permission of a Parent or Guardian. | • 1st Infraction: Referral  
  o Restorative Action Required  
 • 2nd Infraction : Referral  
  o Restorative Action Required  
  o Parent Conference  
 • 3rd Infraction: Referral  
  o Restorative Action Required  
  o Suspension 1 day |
| Forging a Document/False documentation | Students are not to place false calls, submit documents, such as absence excuses, parent permission forms, teacher clearances etc., that are not authentic. Students are not to use false ID when leaving campus or during school activities. | • 1st Infraction: Referral  
  o Restorative Action Required  
 • 2nd Infraction : Referral  
  o Restorative Action Required  
  o Parent Conference  
 • 3rd Infraction: Referral  
  o Restorative Action Required  
  o Suspension 1-5 days |
| Academic Dishonesty/ Cheating | Any student who is caught cheating, such as plagiarism, copying, allowing others to copy, etc. is subject to immediate disciplinary action. | • 1st Infraction: Referral  
  o Zero “0” on assignment or test  
  o Restorative Action Required  
 • 2nd Infraction : Referral  
  o Zero “0” on assignment or test  
  o Restorative Action Required Parent Conference with College & Career Counselor  
 • 3rd Infraction: Referral  
  o Restorative Action Required  
  o Suspension 1-5 days |
| Topic                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Possible Disciplinary Actions                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internet and Technology violation         | Students who sign the MWAUS Computer/ Internet Use Policy Agreement are expected to live up to the agreement. Accessing, distributing and/or exposing other students to offensive or inappropriate material via internet or technology may subject your student to disciplinary action, as well as civil or criminal penalties under California and Federal law.                                                                                                           | • 1st Infraction: Referral  
  o Temporary or permanent loss of Internet privileges based on infraction  
 • 2nd Infraction: Referral  
  o Restorative Action Required  
  o Parent Conference  
 • 3rd Infraction: Referral  
  o Restorative Action Required  
  o Suspension 1-5 days  
 Possible report to Law Enforcement.                                                                 |}

| Bus violation                              | Students who sign the MWA Bus Rights and Responsibilities Agreement are expected to live up to the agreement. Violation of MWA Bus Rights and Responsibilities may result in loss of bus privileges.                                                                                                                                                                                                                                                  | • 1st Infraction: Referral  
  o Temporary or permanent loss of Bus privileges based on MWA Bus Rider Agreement  
 • 2nd Infraction: Referral  
  o Permanent loss of Bus privileges based on MWA Bus Rider Agreement  
 |}

| Loitering in neighborhoods or restricted areas | Students are not to hang out in the neighborhoods and on private property while subject to school rules. Students ignoring warnings will be considered defiant.                                                                                                                                                                                                                   | • 1st Infraction: Referral  
  o Restorative Action Required  
 • 2nd Infraction: Referral  
  o Restorative Action Required  
  o Parent Conference  
 • 3rd Infraction: Referral  
  o Restorative Action Required  
  o Suspension 1-3 days  
 |}

| Defiance of authority                      | Students refusing to cooperate with ANY adult personnel at MWAUS, including parent volunteers, who are responsible for the safety and well-being of all students. This includes offering a false name and/or fleeing from school personnel.                                                                                                                                                                                                                                               | • 1st Infraction: Referral  
  o Restorative Action Required  
  o Parent Conference  
 • 2nd Infraction: Referral  
  o Restorative Action Required  
  o Mandatory Parent Observation  
 • 3rd Infraction: Referral  
  o Restorative Action Required  
  o Suspension 1-5 days  
 Ongoing non-compliance with adult directives will result in a recommendation for expulsion due to safety concerns                                                                 |}

| Aggressive Language                        | Any student who participates in the following:  
  ▪ Obscene gestures  
  ▪ Profanity  
  ▪ Aggressive language  
  ▪ Any form of hate language  
 Whether verbal or in writing, at any student, school employee or any adult volunteer, is subject to immediate disciplinary action.                                                                                                                                                                                                                                                                                                                                                     | • Referral  
  o Restorative Action Required  
  o Parent Conference  
  o Suspension 1-5 days  
  o Recommendation for Expulsion  
 |}

| Public Displays of Affection (PDA)        | Students are not to engage in excessive PDA (Public Displays of Affection)                                                                                                                                                                                                                                                                                                                                                       | • 1st Infraction: Referral  
  o Restorative Action Required  
 • 2nd Infraction: Referral  
  o Restorative Action Required  
  o Parent Conference  
 • 3rd Infraction: Referral  
  o Restorative Action Required  
  o Suspension 1-5 days depending on the severity of the infraction  
<p>|</p>
<table>
<thead>
<tr>
<th>Student may be suspended for the first Infraction depending on the severity of the act.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obscene behavior, Exposure or Possession of Obscene Material</td>
</tr>
<tr>
<td>• Referral</td>
</tr>
<tr>
<td>o Restorative Action Required</td>
</tr>
<tr>
<td>o Parent Conference</td>
</tr>
<tr>
<td>o Suspension 1-5 days</td>
</tr>
<tr>
<td>o Recommendation for Expulsion</td>
</tr>
<tr>
<td>Possible report to Law Enforcement</td>
</tr>
<tr>
<td>Safety violation</td>
</tr>
<tr>
<td>• Referral</td>
</tr>
<tr>
<td>o Restorative Action Required</td>
</tr>
<tr>
<td>o Parent Conference</td>
</tr>
<tr>
<td>o Suspension 1-5 days</td>
</tr>
<tr>
<td>o Recommendation for Expulsion</td>
</tr>
<tr>
<td>False fire alarm</td>
</tr>
<tr>
<td>• Referral</td>
</tr>
<tr>
<td>o Restorative Action Required</td>
</tr>
<tr>
<td>o Parent Conference</td>
</tr>
<tr>
<td>o Suspension 1-5 days</td>
</tr>
<tr>
<td>Possible report to Law Enforcement</td>
</tr>
<tr>
<td>Graffiti or Vandalism</td>
</tr>
<tr>
<td>• Referral</td>
</tr>
<tr>
<td>o Restorative Action Required</td>
</tr>
<tr>
<td>Depending on the severity of the infraction:</td>
</tr>
<tr>
<td>o Parent Conference</td>
</tr>
<tr>
<td>o Suspension 1-5 days</td>
</tr>
<tr>
<td>Possible report to Law Enforcement.</td>
</tr>
<tr>
<td>o Students will be financially liable for any damage to school property.</td>
</tr>
<tr>
<td>Theft / Burglary / Robbery Extortion</td>
</tr>
<tr>
<td>• Referral</td>
</tr>
<tr>
<td>o Restorative Action Required</td>
</tr>
<tr>
<td>o Restitution to victim</td>
</tr>
<tr>
<td>o Parent-Student Conference</td>
</tr>
<tr>
<td>o Suspension 1-5 days</td>
</tr>
<tr>
<td>o Recommendation for Expulsion</td>
</tr>
<tr>
<td>Possible report to Law Enforcement.</td>
</tr>
<tr>
<td>Possession of Stolen Property</td>
</tr>
<tr>
<td>• Referral</td>
</tr>
<tr>
<td>o Restorative Action Required</td>
</tr>
<tr>
<td>o Restitution to victim</td>
</tr>
<tr>
<td>o Parent-Student Conference</td>
</tr>
<tr>
<td>o Suspension 1-5 days</td>
</tr>
<tr>
<td>o Possible Recommendation for Expulsion</td>
</tr>
<tr>
<td>Possible report to Law Enforcement.</td>
</tr>
<tr>
<td>Bullying / Cyber Bullying</td>
</tr>
<tr>
<td>• Referral</td>
</tr>
<tr>
<td>o Restorative Action Required</td>
</tr>
<tr>
<td>o Anti-Bullying Agreement</td>
</tr>
<tr>
<td>o Parent-Student Conference</td>
</tr>
<tr>
<td>o Suspension 3-5 days</td>
</tr>
<tr>
<td>o Recommendation for Expulsion</td>
</tr>
<tr>
<td>Possible report to Law Enforcement.</td>
</tr>
</tbody>
</table>
to others by sending or posting harmful material using technological means; an individual or group that uses information and communication involving electronic technologies to facilitate deliberate and repeated harassment or threat to an individual or group.

| Instigation / Acts of Intimidation/ Harassment | Any student engaging in or having any part in hazing, instigating violence, or threatening in any manner or form that may result in possible injury or public humiliation of another is subject to immediate disciplinary action. (Acts of intimidation and/or menacing any other person are included in this category, as well as unwelcome comments or references to one’s race, ethnicity, national origin, sex, sexual orientation, religion, or political beliefs). Instigating a fight applies to those spectators whose presence at the conflict encourages the fight to occur. | • Referral  
○ Restorative Action Required  
○ Anti-Bullying Agreement  
○ Parent-Student Conference  
○ Suspension 1-5 days  
○ Recommendation for Expulsion  

Possible report to Law Enforcement. |
| Fighting / Causing or Attempting to Cause Injury | Any student involved in a fight, or causing a fight to occur, or attempts to cause injury to another person is subject to immediate disciplinary action  
MWA does not view becoming actively involved in a fight as self-defense. | • Referral  
○ Restorative Action Required  
○ Parent-Student Conference  
○ Suspension 3-5 days  
○ Recommendation for Expulsion  

Possible report to Law Enforcement  
Gang-related fights will result in recommendation for expulsion  
Two acts of violence in the same year or three separate acts throughout the student’s four year high school career will result in Recommendation for Expulsion. |
| Possession of Weapon or Destructive Devices | Any weapon or destructive device of any type or form is not to be brought onto campus. Any student who is found to be in possession of or who transports a weapon or any destructive device to the school premises, or while in attendance at any school sponsored activity, or in the vicinity of the school where students normally congregate will be subject to immediate disciplinary action. | • Referral  
○ Suspension of 5 days  
○ Report to Law Enforcement  
○ Recommendation for Expulsion |
| Drugs and Drug Paraphernalia / Under the Influence | • Any student that unlawfully possesses, offers, arranges, furnishes, or negotiates to sell drug paraphernalia. This includes tobacco products, alcohol, or controlled substances.  
• Any student found to be under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind. | • Referral  
○ Suspension 5 days  
○ Report to Law Enforcement  
○ Recommendation for Expulsion  

Selling drugs or drug paraphernalia will result in an automatic Recommendation for Expulsion. |
XIII. All School Emergency Evacuation Plan

MWA has a detailed emergency plan. In the case of an emergency it is important that students listen to, and follow exactly, the instructions given by any MWA staff member or emergency personnel.

All School Lockdown Drill

In the event of a dangerous situation, crisis in process or stranger on campus, “Lockdown Campus” would be declared by the Chief Executive Officer, Directors of School, or designee.

The procedure for the lock down as facilitated by faculty and staff is as follows:

- “Lockdown School” is announced over our PA system,
- Staff will quickly check outside their rooms to allow any nearby staff or students to enter before locking the door.
- Doors are locked. Lights are turned off. Windows are covered.
- All students and staff will duck out of sight, cover and remain in place until notified that the need for lockdown is over.

If your students feel anxiety as a result of this drill, students are encouraged to speak with any on site psychological counselor or staff member.

Notice of Pipeline Hazard

An 8-inch diameter liquid petroleum pipeline, owned and operated by Kinder Morgan Energy, Partners, LP (Kinder-Morgan) traverse the western portion of the Making Waves’ property behind Building 2 (4131 Lakeside Drive). J House Environmental, Inc. prepared a pipeline hazard analysis to identify potential safety hazards associated with school facility operations in proximity to this pipeline.

This analysis concluded, “The Kinder-Morgan refined petroleum product pipeline that traverses the western portion of the 4123 and 4131 Lakeside Drive site is not anticipated to pose a significant safety hazard to students or staff at the proposed charter school.”

A copy of the complete 26 page J House Environmental, Inc pipeline hazard analysis is available for viewing at the Main Office, Making Waves Academy, 4123 Lakeside Drive, Richmond, CA.
XIV. School Property and Personal Possessions

Lockers and Locks
Students will be assigned a locker with a lock. Only locks provided by the school will be used on the lockers. Students should keep the combination to themselves. Lockers are for your belongings and school supplies. Students are responsible for the organization and cleanliness of their locker. Lockers may be searched to the extent allowed by law. As such, students should not leave items in their locker that they would be embarrassed by if seen by school officials or any illegal contraband such as weapons, cigarettes, drugs (even prescription drugs – which should be kept in the nurse’s office). Students should not leave food in their locker as it attracts rodents and ants into the school building. Students should not leave any PE clothing in the locker over the weekend. Students should not leave any valuables or irreplaceable items in their locker including money. There will be a $5 replacement fee for any lost locks.

Textbooks
Students will be issued textbooks for their classes. Instructional materials are an expensive resource and Making Waves Academy (MWA) provides sufficient instructional materials in accordance with state law. Instructional materials provided for use by students remain the property of MWA. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use. Students are required to cover their textbooks. If a student textbook is found not under the possession of its owner on campus, it is returned to the Front Office and the parent is notified.

The parent or guardian of a minor student shall be liable for the replacement cost for the textbook loaned to the student that the student fails to return or that is willfully cut, defaced or otherwise damaged. The cost of the textbook varies based on the subject matter and cost of shipping. Textbooks purchased by the student or parents will not be accepted as a replacement in lieu of funds.

If the student & parent/guardian are unable to pay for the damages or return the property, they can work with MWA Administration on arriving at some period of time to pay for the damaged or missing property.

If you have any questions, please refer to the California Education Code section 48904.

Computer/Internet Use Policy
Making Waves Academy provides internet access to students for educational purposes only. The use of the internet is necessary for many school research projects. Misuse of the internet violates school board policy and subjects your child to school disciplinary consequences.

Computer/Internet Use Guidelines
- Students must complete a cyber-ethics and safety course every year.
- Students should have no expectation of privacy at any time while using MWA resources, nor at home when it pertains to school business.
- MWA is authorized to monitor e-mail logs and internet histories of students and does so.
- Students should use the Internet/network for appropriate educational purposes and research.
- Students should use the Internet/network only with the permission of designated school staff.
- Students should be considerate of other users on the network.
- Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
- Students should immediately report any security problems or breaches of these responsibilities to the supervising teacher.
- Students must adhere to copyright laws and plagiarism rules when using the Internet.
- Students may not share user IDs and passwords required to access e-mail and other programs.
- Students may not give out personal information about themselves or where they live.
- Students may not fill out forms on the Internet without parent/teacher permission.
- Students may not send pictures of themselves through e-mail.
- Students may not have access to e-commerce or publicly provided Internet Service Providers or e-mail services.

Students will receive school e-mail accounts upon teacher request and parent permission if the accounts are
needed for educational projects.

- Students may not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter) or other sites indicated as blocked. Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions.

- Students may not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages or violating copyright laws.

- Students may not construct websites using content or links that violate state or federal laws.

- Students may not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages or violating copyright laws.

- Students may not work directly on teacher or MWA webs without express written permission from Making Waves Academy IT Director, and Division Director.

- Students may not use the network in a fashion inconsistent with directions from teachers and other staff.

- Students should treat the school computers with respect and should use care when using MWA equipment.

- No food or drink is allowed when using computer equipment.

- Student access to the Internet shall be for school related purposes only.

- Students should acknowledge the source of information included in their work. (Please see “Plagiarism” on page 35)

To see our full policy, please request one from the front desk of the Middle School or Upper School.

**Cell Phone/Electronics Policy**

At Making Waves Academy students are not permitted to have a cell phone and/or electronic device while on campus. It is the belief of MWA that cell phones/electronics are disruptive to the educational environment and therefore are completely restricted. If students are instructed to bring cell phones to school by the parent for safety reasons and to communicate with them before or after school, the cell phone must be turned off, not visible in a pocket or jacket, or stored in a backpack or locker. If any student is seen with cell phone or found to be in possession of a cell phone or any other electronic device while at school and/or while riding school-provided transportation, it will be confiscated.

If students are seen with a cell phone or prohibited electronic devices, they will be warned to put it away. A second time a student is seen with a cell phone and or prohibited electronics it will be confiscated and kept until the end of the school day and the parent will be notified. From then on, the student will be asked to check their phone at the office at the beginning of the day and the student can pick it up at the end of the day when they are going home. The cell phone or prohibited electronic device can be confiscated whether or not the student is the owner of the phone or not. Cell phones and electronics may be confiscated from students by any MWA staff. If additional infractions occur involving a cell phone or electronic device, the student will be subject to more severe consequences including suspension.

In cases where it is necessary for students to bring a cell phone on campus students must receive prior permission from the Division Director or their designee. Approved cell phones should be checked in to the Front Office safe upon arrival to school and picked up at the end of the school day.
XV. Visitor Policy/Guidelines

Making Waves Academy believes in partnering with parents to support our students. As parents have expectations of the Academy, we have expectations of our parents regarding professional conduct & deportment. While parents are on the grounds of Making Waves Academy, parents are prohibited from the following:

- Providing students (who are not their own) with personal contact information. For example business cards, email addresses, social media information, phone numbers, websites, etc. are not permitted.

Should a parent refuse to follow procedure and protocol and cause a disruption on the grounds of Making Waves Academy, Making Waves Academy has the right and WILL enforce California Education Code § 32210, as well as any other legal remedies available as deemed appropriate by MWA.

California Education Code Section § 32210 states, “Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars ($500).”

Parents/Guardians are welcome to visit their children’s classes. As always, for the protection of our children, all Parents/Guardians or other visitors must check in at the main office upon arrival to the school and wear a visitor badge during their stay.

The following guidelines are required for classroom visits:

- A request to visit shall be made to the Head of School or MWA administrator at least 24 hours prior to the proposed visit.
- Unless requested by the instructor, the visit shall be for no more than one period.
- Parents/Guardians are asked to sit in a designated seat (that either the classroom greeter or teacher will lead them to at the beginning of class). Visitors are asked not to distract the teacher or students in any way.
- Parents cannot use cellular phones, cameras (still or video), tape recorders or other recording equipment. Recording devices are absolutely prohibited. Please turn cell phones off prior to entering the classroom.
- Parents/Guardians are allowed to visit only their child’s classroom.
- To ensure the regular school program continues during such visits, Parents/Guardians should not expect teachers to meet with them at these times for conferences. Student progress, conflicts, or other subjects for possible discussion between Parent/Guardian and teacher should be scheduled in advance for a time that does not interrupt instructional periods.

While Parents/Guardians are encouraged to visit the school throughout the year, visitors can impact the learning process for some students. Without the permission of the instructor, individual classroom visits should be limited to no more than two classroom visits during each grading period.

If Parents/Guardians feel it necessary to discuss their visit or give input, please make an appointment with the front office to meet with the Head of School or administrator who approved the classroom visit.
XVI. Directory Information and Pupil Records

The Family Educational Rights and Privacy Act (“FERPA”), a Federal law, requires that the School, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated “directory information” without written consent, unless a parent/guardian has advised the School to the contrary in accordance with this policy.

“Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. MWA has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

If you do not wish for MWA to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the Division Director – Middle School or Upper School Directors – sent to the official address of 4123 Lakeside Dr., Richmond, CA 94806.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In addition, the School forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Pupil records maintained by the School consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Pupil records are maintained at each school where the pupil is attending. The school principal or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. Except for directory information, pupil records are accessible only to parents or legal guardians, a pupil 16 years or older having completed the 10th grade, the personnel, including independent contractors, for the School who have a legitimate educational

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interest in the pupil and other specified persons under certain circumstances prescribed by law. Pupil records pupil may be obtained within five (5) business days of request by the parent/guardian. When a student moves to a new school/school district, records will be forwarded upon request of the new district within 10 school days. If you believe the School is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The parent of a pupil or former pupil has the right to inspect their student’s educational records. The parent may challenge the content of their child’s pupil record to correct or remove any information recorded in the written records concerning his or her child which the parent alleges to be any of the following:

1. Inaccurate information
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer’s area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the pupil

A parent may use a pupil record challenge to appeal a suspension of a pupil which has already been served.

To challenge a pupil record, a parent must file a written request with the Chief Executive Officer to correct or remove any information recorded in the written records concerning his or her child.

Within 30 days of receipt of a written request from a parent, the Chief Executive Officer or the Chief Executive Officer’s designee must meet with the parent or eligible student and the certificated employee who recorded the information in question, if any. The Chief Executive Officer must then sustain or deny the parent or eligible student’s request and provide a written statement of the decision to the parent or eligible student.

If the Chief Executive Officer sustains any or all of the allegations, he or she must order the correction or the removal and destruction of the information. The Chief Executive Officer or Chief Executive Officer’s designee must then inform the parent or eligible student of the amendment in writing. However, the Chief Executive Officer shall not order a pupil’s grade to be changed, unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade.

If the Chief Executive Officer denies any or all of the allegations and refuses to order the correction or the removal of the information, the Chief Executive Officer must inform the parent or eligible student of their right to a hearing under FERPA.

The parent or eligible student may, within 30 days of the refusal, appeal the decision in writing to the Board of Directors. Within 30 days of receipt of a written appeal from a parent, the Board of Directors will hold a formal hearing, in closed session, with the parent, eligible student and the certificated employee who recorded the information in question, if any, and determine whether or not to sustain or deny the allegations. The Board of Directors will give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing. The Board of Directors will give the parent or eligible student a full and fair opportunity to present evidence relevant to the requested amendment of pupil records. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of their choice, including an attorney.

The Board of Directors will inform the parent or eligible student of its decision in writing within a reasonable period of time. The Board of Directors’ decision will be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. If
the Board of Directors sustains any or all of the allegations, it must order the correction or the removal and destruction of the information. However, the Board of Directors shall not order a pupil’s grade to be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing or both the reasons for which the grade was given and is, to the extent practicable included in all discussions relating to the changing of the grade.

The decision of the Board of Directors shall be final.

The Chief Executive Officer or the Board Chairman may convene a hearing panel to assist in making determinations regarding pupil record challenges provided that the parent has given written consent to release information from the pupil's records to the members of the panel convened. The hearing panel shall consist of the following persons:

1. The Chief Executive Officer of a public school other than the public school at which the record is on file.

2. A certificated employee.

3. A parent appointed by the Chief Executive Officer or by the Board of Directors, depending upon who convenes the panel.

If the final decision of the Board of Directors is unfavorable to the parent, or if the parent accepts an unfavorable decision by the Chief Executive Officer, the parent or eligible student shall be informed of their right to submit a written statement of objections to the pupil record information. This statement shall become a part of the pupil’s school record and shall be maintained for as long as the record is maintained.
XVII. Uniform Complaint Procedures ("UCP") Annual Notice

MWA has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The School shall investigate and seek to resolve complaints using policies and procedures known as the UCP adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Alton B. Nelson Jr.
Chief Executive Officer
4123 Lakeside Drive
Richmond, CA 94806
(510) 262-1511

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment,
intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The School person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the School’s procedures.

The complainant has a right to appeal the School’s Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of the School’s Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of [the LEA]’s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures is available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the front office or the Compliance Officer listed above. The UCP Form is included at the end of the Handbook.

**Note:** The Full Uniform Complaint Policy can be requested at the Middle School or Upper School front desk.
Uniform Complaint Procedure Form

Last Name: _______________________________ First Name/MI: _______________________________

Student Name (if applicable): _____________________ Grade: _______ Date of Birth: _______

Street Address/Apt. #: ______________________________________________________________

City: _______________________________ State: ___________ Zip Code: _________________

Home Phone: _________________ Cell Phone: _____________ Work Phone: _________________

School/Office of Alleged Violation: __________________________________________________

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

☐ Adult Education
☐ Career/Technical Education
☐ Child Development Programs
☐ Consolidated Categorical Programs
☐ Migrant and Indian Educ.
☐ Pupil Fees
☐ Nutrition Services
☐ Special Education
☐ Local Control Funding Formula

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

☐ Age
☐ Ancestry
☐ Color
☐ Disability (Mental or Physical)
☐ Ethnic Group Identification
☐ Gender / Gender Expression / Gender Identity
☐ Genetic Information
☐ National Origin
☐ Race or Ethnicity
☐ Religion
☐ Sex (Actual or Perceived)
☐ Sexual Orientation (Actual or Perceived)
☐ Based on association with a person or group with one or more of these actual or perceived characteristics
1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. □ Yes □ No

Signature: _______________________________ Date: ________________

Mail complaint and any relevant documents to:

Alton B. Nelson Jr.
Chief Executive Officer
4123 Lakeside Drive
Richmond, CA 94806
(510) 262-1511
XVIII. Acknowledgment Form and Student-Parent Commitment Form

Please complete, detach and return to homeroom or advisor teacher

(PLEASE PRINT CLEARLY)

Student Name ___________________________ Wave ______

The MWA Student-Parent Handbook is designed to promote and support student success by outlining the important policies, procedures and expectations of the Academy.

We are requiring that all parents and guardians read and review MWA’s Student-Parent handbook with their student and return this cover sheet acknowledging that this document has been received and read.

I have received and read a copy of the MWA Student-Parent Handbook. I understand that if I have any questions about the handbook, I may consult the Division Director and/or designee(s).

Student Full Name: ___________________________

Student Signature: ___________________________

Parent/Guardian Full Name: ____________________ Date: _________

Parent/Guardian Signature: _____________________ Date: _________
Parent and Student Commitment Form

Student Commitment

As a student I will:

- Set goals
- Be a scholar
- Make mistakes and learn from them
- Arrive at school on time ready to learn
- Reflect on and evaluate my performance
- Act from truthfulness, kindness, and respect
- Treat all people with respect, kindness, and dignity
- Put forth my best effort to be the best Wave-Maker I can be
- Discover and develop my voice, my talents, and my strengths
- Discover and develop my value to the group, the school, and the community
- Take responsibility for my actions, my relationships, my community, and my environment

Student Name (Print) _________________________________

Student Signature _________________________________ Date:_____________

Parent Commitment

As a parent I will:

- Take primary responsibility for discipline.
- Work to develop in my student good behavior habits as well as proper attitudes regarding school-life and life in general by teaching through example.
- Work with school officials to resolve any discipline incident in a patient, objective, and fair manner.
- Attend parent-conference sessions and mandatory monthly meetings.
- Actively monitor and assist with my student’s progress.
- Communicate and work closely with Making Waves Academy staff.
- Communicate with all MWA staff in a professional and respectful manner.

Student Name (Print) _________________________________

Parent Name (Print) _________________________________

Parent Signature _________________________________ Date _____________