



July 12, 2023

Dear Parents and Guardians,

We are looking forward to seeing your students at the start of the new school year. As part of our continued mission, it is important to us that we provide you with all the necessary information needed to make well-informed decisions about your student(s) education. This is an annual letter providing you with an overview of key information, policies and context that may be helpful to you..

- **Title I, Part A – Improving the Academic Achievement of the Disadvantaged**  
*Title I, Part A of the Elementary and Secondary Education Act (ESEA) reauthorized as the Every Student Succeeds Act (ESSA), is a federally funded program to ensure all children have a fair, equal and significant opportunity to obtain a high-quality education and reach minimum proficiency. As a recipient of Title I, Part A funds, Making Waves Academy (MWA) is a Title I schoolwide program. As a part of Title I, Part A (ESSA Section 1116), MWA has developed a **Parent Guardian and Family Engagement Policy** and a **School Parent Guardian Compact** that was created using the feedback received from school advisory groups such as the SSC and English Learner Advisory Committee (ELAC), which was approved by the MWA Board of Directors. This serves as a notification to you that these policies are available on our website at [bit.ly/mwapublicnotices](http://bit.ly/mwapublicnotices). These documents will be periodically reviewed and updated when there are changes made to the policies.*
  - **Parent Guardian and Family Engagement Policy:** *MWA has jointly developed this policy with parents/guardians of MWA students. The purpose of this document is to illustrate the plans for the implementation of programs, activities and procedures for the involvement of parents, guardians and families in their student’s education.*
  - **School Parent Guardian Compact:** *Developed with parent input, this document is a school-level component of the Parent Guardian Family Engagement Policy. This document outlines how parents, guardians, students and the school will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State’s high academic standards.*
- **Uniform Complaint Procedure Annual Notice** *This document (available on our website and in the student handbook) outlines how educational partners(students, families, staff and faculty) may file an official complaint regarding school governance or administration. As a reminder, there are boxes in both the MWA Middle School and MWA Upper School front offices to submit uniform complaints.*



*As a point of clarification, the Uniform Complaint procedure is not necessarily a complaint process for our school uniforms, or a vehicle for expressing questions or concerns about schoolwide programs and processes. The first step for expressing a question or concern should be to meet with a member of school leadership to address your concern, and then to work together towards a solution. However, it is always your right to follow the Uniform Complaint Procedure if the above steps do not resolve your concern, or if you believe that your concern results from an error in school governance or administration. Uniform complaints go directly to the CEO or school designee.*

- ***Williams Complaint Procedures Annual Notice (available on website at [bit.ly/mwapublicnotices](https://bit.ly/mwapublicnotices)):*** This document outlines the rights school stakeholders (parents, guardians, pupils and teachers) have to clean and safe learning environments, sufficient textbooks, and properly credentialed instructors and the process to take if a violation occurs. A Williams Complaint is one type of Uniform Complaint Procedure, regarding instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of students and teacher vacancy or misassignment, which may be filed anonymously. Williams Complaints are to be filed with the Chief Operating Officer. The school has complaint forms available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is in writing.

*As a Title I school and requirement under ESSA Section 1112(e) (1)(A), parents and guardians have the right to know about their student's teacher and paraprofessional qualifications. At any time a parent/guardian may request, and MWA will provide, certain information on the professional qualifications of their student's classroom teachers and other staff providing services to the student.*

Thank you for taking the time to review this important information and policies that are available to all our families. If you have any questions please do not hesitate to reach out to your school director or another member of your school leadership.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Nelson', with a long horizontal flourish extending to the right.

Alton B. Nelson, Jr.  
CEO