



Be on time and be prepared.

Be productive and participate.

Use appropriate language.

Respect people, their property and our school.

Student/Parent Handbook 2011-2012

Wavecrest Career Academy

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(616) 393-7662 (telephone)
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wavecrestacademy.org

Board of Directors

David Neifer, President
Jan Dalman , Vice President
Brian Davis, Secretary/Treasurer
Clyde Robinson, Trustee
Rosemary Ervine , Trustee

Board of Directors Regular Meeting Schedule for 2011-2012 *(All meetings scheduled for 5:00 p.m. at Wavecrest Career Academy.)*

August 10, 2011
September 14, 2011
November 9, 2011
January 11, 2012
March 14, 2012
May 9, 2012
June 13, 2012
July 11, 2012

Staff

Director
Ben Gitler, Counselor
Shari Gillette, Secretary
Kristal Boyd, Mentor
Justine Campos, Special Education
Amy-Lynn Halverson, Special Education Para-Professional
Nick Lewin, P.E. and Health
Tim Marroquin, Dean of Students/Career Readiness Coordinator
Lisa Rilley, Art
Lori Sharkey, Social Studies
Eryn Sluiter, Special Education
Craig Steenstra, English
Greg Tyler, Science
Jason Larman, Math

Welcome to Wavecrest Career Academy!

As a Wavecrest student, you have a unique opportunity this year for learning and for making new friends. The staff is committed to providing students with a quality program that will provide all students with the opportunity to grow and become successful personally and academically.

Wavecrest Career Academy opened on September 5, 2006. Wavecrest Career Academy was established as a small, student-centered, career focused high school for young people who desire an alternative to a large, traditional school setting. Research shows that high school graduates earn thousands of dollars more than non-graduates during their lifetimes as wage earners. Individuals with technical skills in targeted areas are able to find jobs, earn more, and participate in post-secondary learning.

Authorized by the Ottawa Area Intermediate School District, Wavecrest is a Public School Academy (PSA). This Handbook is to be used as a guideline for working together to provide a quality-learning environment.

Mission Statement

Wavecrest Career Academy enables secondary students to achieve a *high school diploma* through individualized learning programs that include career preparation, a purposeful transition into the career of their choice, and post-secondary education.

Shared Vision:

Wavecrest Career Academy will provide:

- Individual and meaningful relationships with staff.
- A small school environment with small class sizes when possible and feasible.
- CTE focus in all aspects of the educational program.
- Educational system and support so that all students will realize a positive impact on their future.
- A component of a regional secondary educational system allowing students the flexibility to meet their changing individual needs that may change over time.

Beliefs:

At Wavecrest Career Academy we believe that:

- All education is career focused.
- Success is the only option.
- Flexible structures, curriculum, instruction and assessment are required for student success.
- Data-driven student and curriculum planning strengthens instruction and enhances student success
- Student centered learning includes student involvement, a positive learning environment, relationship building, individualized attention and excited students.
- A diverse environment protects and guarantees the dignity of each student, and values diverse gifts of all learners.

- Partnerships including the community, businesses, parents and the school family strengthen the program and enhance student success.
- Wavecrest staff advocates for our students.

Citizenship

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the classrooms, in the lunchroom, at school-sponsored events, and in your interactions with members of the Holland community. Treating your peers and the staff of Wavecrest with the same respect you demand from others is just one step towards good citizenship.

Student/Parent Handbook 2011-2012

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**Requiring student & parent signature*

Values of Wavecrest

≈ ***Acceptance is:***

- Showing consideration to someone or ideas– we don't all look or think alike. We come in different shapes, sizes, and skin tones. We all have individual abilities and talents. We behave uniquely and have different opinions. We have different values and belief systems, formed by our diverse cultures and backgrounds.
- Meaning we do not judge other people. It means celebrating the similarities that people share with each other.
- Showing acceptance of others is having compassion for all people and valuing human rights. It means understanding that we are all connected.

≈ ***Integrity is:***

- Being fair, honest, polite, considerate, respectful and sincere.
- Being responsible for one's actions and accepting the consequences of your decisions without blaming others.
- Being true to one's self. Each of us has a conscience which serves as one's moral code of conduct.

≈ ***Growth is:***

- A gradual process – never, ever give up. Be persistent!
- Happening through each and every struggle. Keep going!
- Believing in you. Failure is not an option. Wavecrest staff believes in you.

≈ ***Community is:***

- Having a common direction—it is easier and quicker when we go together rather than alone. We are connected to the environment/nature.
- Feeling connected to at least one adult at Wavecrest. Each student will be assigned a faculty advisor who they will meet with at least once every six weeks.
- Playing by the rules of the school and the classroom is a sign of cooperation. Positive relationships build mutual respect. We are learning together while providing service to our school, neighborhood and surrounding communities.

≈ ***Accomplishment is:***

- Having a vision and a goal.
- Reaching your goal.
- Finding pride and fulfillment in achievement of a goal – YOU did it! 😊

<p>WAVECREST CAREER ACADEMY 2011-2012 Daily Schedule Monday through Friday</p>

Description	Time
1 st Hour	8:00-8:55 AM
2 nd Hour	9:00-9:55 AM
3 rd Hour	10:00-10:55 AM
A Lunch	10:55-11:30 AM
4 th Hour	11:00-11:55 AM
B Lunch	11:55-12:25 PM
5 th Hour	12:30-1:25 PM
6 th Hour	1:30-2:20 PM
7 th Hour	2:25-3:20 PM

Careerline Tech Center Students- AM bus departs at 7:30 and returns at 11:00
 PM bus departs at 11:30 and returns at 2:15

Module Dates

September 6-October 13
 October 17-November 22
 November 28-January 19
 January 23-March 1
 March 5-April 19
 April 23-June 7

The Ten Steps for Success

- Be here
- Be here on time
- Be friendly
- Be polite
- Be prepared
- Be a listener
- Be a doer
- Be a quality worker
- Be a positive risk taker
- Be a success

Procedures & General Information

Equal Access Policy

In accordance with the Americans with Disabilities Act (ADA) and other applicable laws, Wavecrest Career Academy is committed to assuring equal access to services, programs and activities for individuals with disabilities. Wavecrest Career Academy will provide reasonable accommodation to individuals with disabilities to enable them to participate as fully as possible in educational programs and activities; and to utilize materials and resources. Inquiries concerning ADA requirements and compliance may be directed to the director of Wavecrest Career Academy.

Emergency Numbers/Change of Address

If there is a change of address, telephone or emergency number during the school year, please report it to the office to have this information updated on your records. In the event of an emergency, illness or injury, it is important that our contact information is as up-to-date as possible.

Fire and Tornado Drills

When the fire alarm sounds, students are to be silent, wait for instructions from their teacher, and leave the building as quickly as possible by the prescribed route. When the tornado signal is sounded, the teacher will direct the students to the shelter area assigned to each teaching station. Both fire and tornado alarms will be occasionally practiced during the school year.

Injuries and Medical Issues

If a student is injured during school hours, it must be reported to the school office. A decision will be made at that time whether to send the student home or to seek medical attention. Every reasonable effort will be made to contact parents in the event of an emergency. If an ambulance is needed; the student or student's parent's insurance is responsible for payment. An injury report will be filed. If a student becomes ill during school hours and is too sick to remain at school, she/he must check out from the school office. Parents will be contacted prior to the student being released.

Students who need medications during school hours must notify the school office. Their physician must complete an Authorization for Administration of Medication form. All medications must be in the original package with dispensing instructions. Students needing medication must be dispensed through the school office. Cough drops, Aspirin, Tylenol or Advil type products are not available to students from the office.

Parents' Rights of Access to Student Records

Parents of students who wish to review any or all of the school records pertaining to the student should contact the office staff for an appointment with an administrator. The records will be reviewed with school personnel, and parents may have one copy of the record at no charge.

Additional copies will cost \$.10 per page.

Wavecrest Career Academy will release student records upon request of law enforcement and Children's Protective Services. Questions concerning procedures followed by Wavecrest Career Academy in safeguarding the privacy rights of parents and students should be directed to Tony Petersen, Director.

Privacy

Student educational records will be protected, and any disclosure will be consistent with legal requirements specified in the Family Educational Rights and Privacy Act and Student Due Process. A parent or guardian of a student under 18 years of age and a student 18 years of age and over may have access to the records, files, and data of the school. No records, files or data directly relating to an individual student will be made available to anyone without the consent of the students under 18 years of age except (1) to teachers and officials of the school district who have a legitimate educational interest in such information, (2) to officials of a school to which the student intends to enroll, in which case the student or parent or guardian shall be so notified, and (3) to comply with a court ordered access to such records, in which case the student or parent or guardian shall be so notified. It is the student's responsibility to advise school personnel promptly of changes in addresses, phone numbers, emergency contact, etc.

School Closing Information

Announcements will be made on the local radio/TV stations and the Ottawa Area Intermediate School District website (oaisd.org) and Wavecrest website. (wavecrestacademy.org). An automated message from Wavecrest will also be sent to each home phone, cell phone and email address on record. Weather related closings will be made by 6 AM.

Tornado Policy

Wavecrest Career Academy will remain in session during a "tornado watch." During a "watch," weather conditions exist such that a tornado could form. During a "tornado warning," a tornado has been sighted and students are to take immediate shelter. Designated areas are highlighted on the building map at the front of each classroom.

Vehicle Registration & Transportation

Transportation to and from Wavecrest is the responsibility of the student and parent/guardian. Students who have a driver's license may drive to school and are expected to park in assigned areas only. All vehicles must be registered in the office. Dangerous and unsafe driving will be reported to the police and driving privileges revoked.

There is no charge for parking, however, students must register their car in the office and receive a parking permit which **must** be placed in the lower driver's side corner of the windshield. No driving will be permitted to or from CTC. All students must ride the bus, provided by Wavecrest, to and from the Careerline Tech Center.

Culture & Expectations

Attendance

Attendance is considered the basis for learning and for success on the job. Students are expected to be on time and be prepared for every school day. Wavecrest has put in place an automated telephone and/or email system that will contact parent with notification of each student absence.

If a student is absent, a parent call is expected within 24 hours using the 24-hour line, (616) 393-7662. To avoid the student being dropped or being placed on a contract that is not warranted, parent notification must occur. If a student has assumed legal responsibility for him/herself, then the student must provide the notification. In order to maintain our records and to provide learning opportunities for students who demonstrate a willingness to participate, the following guidelines are adopted.

1. If a student has been absent for 10 continuous school days without advising Wavecrest of the reason for the absence and expected date of return, she/he may be dropped from school. In order to return, the student must complete all enrollment processes, including a meeting with the counselor and/or director.
2. Wavecrest strongly discourages students from taking extended trips during the school year or leaving school prior to the normal closing date. We do, however, recognize that occasions do arise where extended absences are necessary. For a pre-arranged absence, a letter of request outlining reasons for the absence, expected duration and departure date must be received by the school and be approved by the Director at least one week before the planned trip. The responsibility for completion of all school work rests with the student.
3. Students who demonstrate excessive absences in one or more classes, or a total of eight (8) times in two modules, will be placed on an attendance contract. Failure to improve attendance will result in the student forfeiting their spot at Wavecrest and will be dropped.
4. Attendance and tardy records will be printed on report cards and school transcripts.
5. Suspensions from school are not included in the attendance count.
6. Unexcused absences will result in a loss of work habits grades in each class from which the student is absent.
7. The students will be allowed a two week window at the end of each module to turn in any missing assignments due to absences. Each student needing to turn in any missing assignments due to absences will be required to complete that work during their workshop class. Failure to complete the work within the allotted time will result in an incomplete and the students will make up that module utilizing e2020.

Classroom Expectations

Employers expect their workers to demonstrate loyalty, a positive attitude toward co-workers and the public, and to maintain an environment that is conducive to “getting the job done”. To help students learn these skills, it is the expectation that students will demonstrate positive

attitudes towards Wavecrest, schoolwork and other students. No student has the right to disrupt the learning of others. Each teacher will review these with the student during the first week of school. Wavecrest will adhere to the following expectations:

1. Only water is allowed in the classrooms. No food, juice, soda or any other beverage is allowed in the classroom, gym (except during lunch) or in the computer lab.
2. Students are not to leave class for any reason during class periods unless it is an emergency, with the teacher's permission and the student is going to the office. The student must have a pass once class has started.
3. Restrooms and drinking fountains are located in each classroom and students should not leave class to use the one in the hallway with the exception of gym class.
4. If a student skips class they may be subjected to disciplinary action by the teacher or administrator. Students who skip will be suspended for at least one school day.
5. If a student arrives late or leaves for an appointment, they must check out from the office. Students will not be permitted to leave without express consent from their parent/guardian. Once a student arrives in the building, they are expected to remain in the building.

Closed Campus/Leaving School Property

Wavecrest is a **closed** campus. Students, who leave campus at any time, including lunch, will be subject to disciplinary action.

During lunch, students are only permitted to be in the gym or outside in the designated area behind the school when a staff member is available to supervise. No food will be permitted outside during lunch. No one is allowed in the hallways, classrooms or parking lot during lunch without the permission of a lunch room supervisor.

Those who have received senior status may leave campus for lunch. Each student must have signed parent/guardian permission regardless of age and must sign out in the office when leaving and sign back in upon return each day, and must abide by the Wavecrest driving guidelines. Failure to sign in and out will result in the loss of this privilege. Students who abuse this privilege may have it revoked at any time. Those leaving at lunch must be back in time for class and are not permitted to bring back food for other students. Students who have senior status may transport other students or ride with other students only if each involved student has senior status (as described above) and has direct written permission from parents to either be the driver or the rider.

Any student who leaves during school hours must be signed out by a parent. Wavecrest will not release students without the consent of the parent or guardian, and will not release a student to any person other than a parent or guardian. Students must arrange transportation accordingly if they are dependent upon another student that may be leaving early.

Students who are 18 or older, and have submitted the age of majority form to the school office, may sign themselves out. Students signing themselves out must be leaving to a pre-arranged appointment and must have written verification of the appointment to the office within 24 hours of leaving. Students may not sign themselves out without a legitimate reason. Anyone leaving school grounds and not adhering to these guidelines will be considered skipping and be subject to discipline from the

administration. Students who leave school without following these guidelines will not be allowed to return to school that day and will count as out of school suspension time.

Communication Devices (Cell Phones, MP3 Players, Etc.)

Cell phones can be disruptive to the learning process, and are not permitted during the school day. A student's cell phone must be turned off, not on vibrate, and not visible. With permission, students may use the office phone before/after school or during lunch. Students may be permitted to use their cell phone during class time when used for educational purposes as it pertains to the lesson being presented and approved by the teacher. Failure to adhere to this policy will result in the phone being confiscated and returned at the end of the day. Failure to comply will be deemed as insubordination and subject to disciplinary action.

Students who are passing their classes may be permitted to listen to their MP3 player during independent work time as approved by the classroom teacher. This is a privilege, not a right, and may be revoked by the classroom teacher and or director at any time due to behavior issues, poor attendance, failing grades in other classes, etc. Music must be school appropriate and kept at a volume in which no other person can hear the music.

Food and Drink

All food is to be eaten in the cafeteria. Breakfast and lunch will be provided by West Ottawa Public Schools. Students may pay by the day, week or month. The cost is \$2.55 per lunch (\$0.40 reduced) and \$1.60 per breakfast (\$0.30 reduced). Because of a large number of delinquent accounts, food will be served only to students who have paid. Our kitchen is not a licensed food preparation kitchen and food will be transported from another location. Free/reduced lunch forms are available in the office.

Only water is permitted in the classrooms. Students may bring their own water bottle and refill it using the classroom drinking fountain.

If you chew gum, please dispose of it properly. Our custodian has many responsibilities and removing gum from underneath tables, chairs or on the wall is not one of them.

Guide for Student Conduct

The Student will:

1. Respect the rights of other students, teachers, administrators, other school personnel, and visitors.
2. Respect the personal property of others and refrain from causing damage to books, facilities, school materials, school buildings and furnishings, and/or the personal property of others.
3. Refrain from fighting, creating disturbances, denying others the use of school facilities or buildings, using or carrying any weapon on school grounds, intentionally injuring another person, or acting in such a manner as to expose others to risk, danger, harm or injury.
4. Not use threats or intimidation against any other person. This includes any form of

harassment or bullying.

5. Respect the health and safety of others.
6. Refrain from using or possessing tobacco.
7. Refrain from using or transmitting or being under the influence of drugs or alcohol.
8. Refrain from engaging in any activity which diminishes the rights of others or which interferes with the ability of other students to fully participate in and receive the maximum benefit from any educational opportunity.
9. Not engage in any gang related activity whatsoever while on school grounds or attending any school functions whether that function be on school grounds or not.
10. Not engage in any form of racial degradation or intimidation whatsoever while on school grounds or attending any school functions whether that function be on school grounds or not.

It is the expectation that students will behave in a respectful and responsible manner while attending Wavecrest. Possible consequences for inappropriate behavior may include but are not limited to, in-school suspension, out-of-school suspension, detention after school, community service, or students may be required to present their case to the student court for recommended discipline. If a student is asked to leave school for behavior or attendance issues, they are required to leave the premises. Families will be notified when a student has exhibited disruptive behavior.

Interventions and consequences include, but are not limited to:

- a) Verbal Warning
- b) Written Warning
- c) Parent conference with students, administrator, and staff
- d) Administrator and/or counselor interventions and conferences
- e) Conflict resolution and student dialogue
- f) Peer mediation
- g) Behavior contract
- h) In school suspensions
- i) Short or long term suspension
- j) Student court
- k) Immediate denial of attendance
- l) Expulsion
- m) Before school, after school and lunch detentions
- n) Loss of changing time privileges

Internet Access

Technology is a part of our world. Students have access to computers in the classrooms and in the computer lab. The use of Wavecrest technology is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. A Technology Code of Ethics requiring student and parent signature is at the end of the Handbook. Students will not be permitted to use Wavecrest technology or access the internet until the acceptable use policy is signed and returned to the office.

Personal Property

Students will be assigned a locker in which to store their belongings during school hours. Locks for the lockers will be maintained by the school and students will be given a combination to use on their lock. Students are advised not to give their combination out to any other student. The lockers are the property of Wavecrest and may be subject to searches at any time in accordance with the School Board's policy on search and seizure. Students should not keep anything in their locker that would be in violation of the student code of conduct. Students should not bring large amounts of money or valuable items to school. Students, not the school, are responsible for their own property. The school retains the right to search a student when there is reasonable suspicion that the student possesses any illegal item, or an item that will cause harm to that student or another person. Student vehicles may be subject to random searches.

It is the student's responsibility to keep personal property in appropriate places and to respect the property rights of all others. Students may not bring any materials or items that would be disruptive, dangerous or illegal to school. Further, students are not to transport or keep illegal and or dangerous items on school property.

Students should not bring any coats, jackets, purses, backpacks, etc. into class with them. All of these items should be stored in their locker. Any bag or backpack brought into the classroom must be clear. There will be no exceptions. All non clear bags, purses or backpacks, must be kept in the student's locker or vehicle. Clear bags are available for purchase from the office.

Public Display of Affection (PDA)

A degree of discretion and maturity is expected in the workplace in regards to public displays of affection. The inappropriate public display of affection is embarrassing to all those who witness it and is not tolerated at the workplace. Therefore, students are expected to exercise self-control and respect of others, by refraining from inappropriate public displays of affection and limiting their interactions to only hand holding. Failing to respect this rule may result in disciplinary action, including suspension or expulsion.

Student Dress

Wavecrest, in our focus to prepare students for the work place, has a dress code that mirrors most working environments. It is equally important for a quality learning environment that students dress appropriately for school. If a student is not dressed appropriately, s/he will be asked to wear something from the supply we keep here or call home for a change of clothes. Tops, shirts, pants, skirts and dresses should cover the body and allow freedom of movement without inappropriate exposure.

Hats, headbands, bandanas, hoods or items that cover the head/face are not allowed. Coats are not to be worn and should be left in the student's locker. Ankle bands are also not permitted. Attire will be evaluated on a case-by-case basis by administration.

The dress code is a proactive measure undertaken to help our students stay focused on learning and to be free from negative social pressures common to high school, and to prepare them for the realities of

the work environment. Appearance should be neat and clean. Personal hygiene is also important. CTC classes have their own requirements. Students should dress appropriately for the weather and the conditions of the school.

Students will be required to wear the following:

- Buttoned shirts with collars and sleeves are the preferred dress at Wavecrest. Students may, however, wear shirts without collars (sweaters, t-shirts, etc.) that have small logos (no larger than 2 inches square), multiple colors, patterns, print and designs that are deemed both school and work appropriate.
- Graphic clothing will not be permitted. Graphic clothing is defined as an article of clothing containing pictures and/or writing of any sort. Exceptions will be made for graphic clothing that promotes Wavecrest and/or Careerline Tech Center.
- Pants must be solid color khakis or jeans (no print, multiple colors, or designs)
- Shorts, skirts and dresses are permitted but must meet the above guidelines of shirts and pants and may not be any shorter than fingertip length (measured by placing hands at the side and from the tip of the longest finger) or revealing.
- Coats are not to be worn in class and should be kept in the students' locker.

Career Readiness

In effort to better prepare our students for life outside of school and make a better connection to the career aspects of our school, Wavecrest has implemented a Career Readiness program for our students. Each student will be required to successfully complete all of the following components in order to graduate from Wavecrest:

Receive at least a bronze certificate of career readiness from Wavecrest Career Academy- this is based on the average of a students work habits grades. Each day students will be graded in each class on their work habits. Work habits consist of three categories:

Personal Management:

Punctuality, behavior, having supplies, being on-time to class, organization, behaving in a safe manner

Productivity:

Producing work, class involvement, using time appropriately

Professionalism:

Accepting feedback, dress, cooperating with others, taking responsibility for oneself, listening

Students will receive a score of 0-3 in each class. The grade will be averaged each module and posted to the students' transcripts. Unexcused absences will result in a 0 for the day as well as failing to dress for success on required days. Students will have the ability to make up incompletes in work habits that were received due to attendance issues caused by health/illness, transportation or extenuating circumstances, as determined by the director or his designee, by completing research assignments related to career preparation and planning.

Complete at least one job shadow per year- the job shadow must be at an organization that falls within a student's career pathway. It is the student's responsibility to set up the job shadow with the help of Wavecrest's Career Readiness Coordinator. Each student will complete two

interviews during the job shadow and must type a one-page reflection paper about the experience. These pieces will be added to the student's portfolio.

Updated EDP each year.

Completion of the e2020 Career Preparation and Planning course each year in attendance at Wavecrest. (see attached course structure)

Complete 10 hours of community service each year in attendance at Wavecrest. Students will work with the Career Readiness Coordinator to set up community service and must complete the hours before the end of each school year.

Career/Job Research- each student will research four jobs/careers from within their pathway and complete a job analysis.

Participate in Wavecrest's mock interview process during junior and senior years and write a one page summary of the experience.

Create a living plan based on the career that they are choosing to go into post high school. (see attached guidelines)

Create a capstone portfolio that will consist of all of the components above as well as a resume, cover letter, three professional references, three letters of recommendation and present the portfolio to a panel consisting of board members, wavecrest staff members and business professionals from within the community.

As a part of the career readiness program students will participate in a weekly career day. Each module Wavecrest will focus on one of the six career pathways. Each Thursday during the module students will be required to dress in professional dress, as outlined under the student dress category of the handbook. Each classroom will focus on careers within the pathway and gear their lessons towards practical use of the content within the career pathway. Special speakers will be brought in each module to discuss their career and how they use the content being taught at Wavecrest within their job, as well as how to prepare for that career. Each week a new career within the pathway will be highlighted. When a Wavecrest student graduates they will be able to earn a Career Readiness Certificate to present to their perspective employer, demonstrating the career readiness level they achieved while in attendance at Wavecrest. Students with a Career Readiness grade average of a C will earn a bronze certificate, B average a silver certificate, and an A average will earn a gold certificate. Students receiving an A average may receive a letter of recommendation written by the director or assistant director upon request to include in their portfolio.

Professional Dress Days:

In order to better prepare students for the working environment and to teach students proper grooming habits, Career Day will take place Thursday of each week. Every Thursday the students will be required to come to school in appropriate professional dress as outlined below.

Each module will have a different career pathway focus and each week a different career focus within the module’s pathway. Students will have a Career Readiness grade on their transcript in which the professional dress will be a part. All students are expected to participate in dress for success days. Students not complying with this requirement will be subject to disciplinary action.

Dress Requirements:

Button up shirts with collars (i.e. dress shirt or polo style shirt), plain khakis or dress pants and appropriate dress style shoes. Belts and ties are preferred, but not required. Shirts must be tucked in and pants must be pulled up. Girls may wear trousers, dresses or skirts with appropriate dress shirts to match. All clothing must completely cover and not be revealing. All clothing must be work appropriate and meet the above guidelines for student dress.

Career Readiness Requirements by Grade

<u>9th Grade</u>	<u>10th Grade</u>
Career Prep and Planning e2020 course	Career Prep and Planning e2020 course
Update EDP	Update EDP
Career/Job Research 1 page paper	Career/Job Research 1 page paper
Job Shadow- 2 interviews and 1 page summary	Job Shadow -2 interviews and 1 page summary
Community Service 10 hours	Community Service 10 hours
<u>11th Grade</u>	<u>12th Grade</u>
Career Prep and Planning e2020 course	Career Prep and Planning e2020 course
Update EDP	Update EDP
Career/Job Research 1 page paper	Career/Job Research 1 page paper
Job Shadow- 2 interviews and 1 page summary	Job Shadow- 2 interviews and 1 page summary
Community Service 10 hours	Community Service 10 hours
Mock Interview and 1 page reflection	Mock Interview and 1 page reflection
	Living Plan
	Capstone portfolio and Presentation

Student IDs

All students are required to have their Wavecrest student ID with them at all times. Students will be required to display their IDs on Career Days each Tuesday. This will be part of the students’ career readiness grade on their transcript. Student IDs will be issued at the onset of the school year and there will be no charge to the student. If a student loses or forgets their ID they will be issued a temporary ID from the office. Any lost or stolen ID must be replaced by the student and a fee of \$3.00 will apply. Failure to comply with this policy may result in disciplinary action.

Tardies

Employers require their workers to be to work on time. To help students prepare for the workplace, Wavecrest students are expected to be in class on time. Habitual tardiness creates a disruption to the educational process in the classroom. When a student is tardy, he or she must report to RTC to complete a tardy plan. They may not return to class until they have successfully negotiated with the teacher for which they were tardy. Students with chronic tardiness will be placed on a contract, and improvement will be required in order to stay in attendance at Wavecrest Career Academy. Tardies will affect a student's career readiness grade.

Academic Structure

School Day & Year

The school year is divided into six modules and each module is a grading period. Based on space available, new students may complete enrollment packets and enter the program at the start of each grading period. Enrollment is subject to space available. Full time participation is expected, with students taking seven classes daily. Each instructional period is 55 minutes long. The lunch break is 30 minutes and students are required to stay on campus during lunch. Students who have earned senior status may leave campus for lunch. Each student will need parent permission and must sign out at lunch and sign in upon returning. Students may lose this privilege if it is not used responsibly.

Students in grades 11 or 12, who are on-track with their academic program, will enroll for a one year program at Careerline Tech Center (CTC). They will attend the CTC morning session from 8 AM-10:25 AM. Transportation to and from CTC will be provided to/from Wavecrest. The AM bus will leave at 7:30 AM and return no later than 10:50 AM. Students are **NOT** permitted to drive to CTC and must ride the bus provided by Wavecrest to and from CTC.

Diplomas

Wavecrest is a public school academy and graduating students will receive a high school diploma.

Grading System

The grading system reflects clear standards for achievement and regular assessments of student learning. Student progress will be measured through a variety of methods and instruments including performance-based assessments such as essays, events, senior projects, portfolios and traditional paper and pencil tests. The purpose of all assessments is for students to demonstrate what they have learned. Students will be prepared to take the Michigan Merit Exam and other standardized assessments necessary to meet the requirements for entry to employment or postsecondary education.

Wavecrest believes that all students will demonstrate mastery to earn a grade. Therefore, the grading system doesn't include below average work such as that graded as a D or F in a more traditional school setting. Credit will not be granted for any grade below a C-. This includes grades earned at

Careerline Tech Center.

Students who have not yet achieved at least a C- will be given an incomplete. An incomplete can be translated into a grade in the following ways:

- Students' grades will be reviewed at mid module. Any students receiving an incomplete at that time will be required to attend mandatory after school tutoring sessions twice a week until the incomplete is corrected. Students who attend the tutoring sessions, as required, may be allowed extended time to complete the work if needed. This will be determined on an individual basis.
- Students receiving an incomplete at the end of a module will have the opportunity to make up the incomplete. Students will be given a two week window to make up the incomplete as long as they are attending the after school tutoring sessions. Any student needing extra time who is attending the tutoring services may be given so on an individual basis.
- Students **cannot** make up an incomplete if they chose not to attend the tutoring sessions, and the class will need to be retaken to earn the credit.
- The student may take the final module exam for each of the three modules and receive a C- (70%) or higher. For this option, the student will receive a CR (credit) on the transcript, indicating successful testing-out for a particular class.

Grade point averages will be determined using a 4 point scale and computed on the following basis:

A = 4.0	B+ = 3.3	C+ = 2.3
A- = 3.7	B = 3.0	C = 2.0
	B- = 2.6	C- = 1.7

Grading scale:

A	100-93%	A-	92-90%	B+	89-87%
B	86-83%	B-	82-80%	C+	79-77%
C	76-73%	C-	72-70%	Incomplete	69% and below

Other transcript codes that will not affect overall grade point averages are:

CR= Credit P = Pass I= Incomplete W= Withdrawn

Students may request an assessment of their progress in any course at any time. Progress reports will be sent home at the end of each six week period. Students may earn .25 credits per course for each six week module. Codes of "Incomplete" or "Withdrawn" earn no credit.

Graduation Requirements

Each student must demonstrate a reasonable effort and complete all Michigan Merit Exam components before they will be eligible for graduation. **All students must meet the**

requirements of the Career Readiness Program in order to graduate. Wavecrest Career Academy implements the Michigan Merit Curriculum (state guidelines) which requires a minimum of 22.5 credits to graduate.

4 Credits	English/Language Arts	3 Credits	Successful completion of a one year career and technical education program (All Students)
4 Credits	Mathematics	2 Credits	Foreign Language (Class of 2011)
3 Credits	Science	1.5 Credits	Electives
3 Credits	Social Studies	1 Credits	Health/ Physical Education
		1 Credits	Fine Arts

Guidance & Counseling Services

Guidance services are available for all Wavecrest students. These services include assistance with educational planning, interpretation of test scores, job information, career planning, help with home, school and/or social concerns or any questions the student would like to discuss with the counselor. For parents/guardians, please phone ahead to schedule an appointment.

Students and families can also call 2-1-1, a community access line for Ottawa County residents. Call specialists are available 24 hours a day, 7 days a week with information on: food, housing, clothing, utility assistance, support groups, teen pregnancy, volunteering services for senior citizens and prescription assistance. Cell or pay phone users dial 1-231-733-1155 or 1- 877-211-5253.

Homework, Report Cards & Honor Roll

Students/families can expect different amounts of homework from each class. Our goal is to do the majority of learning in school rather than in the evening at home. Students will receive a report card every six weeks. Report cards will be mailed home at the end of each trimester. Honor roll is determined at the end of each six week marking period. A student must earn a straight “B”, 3.00 average, and have no incompletes in order to achieve recognition on the honor roll. Students earning all “A’s” will be given special recognition. When an Incomplete is made-up, the grade will be applied to the GPA.

Initial Placement

Wavecrest students who have received credits from other high schools must provide a transcript from that school. Transcripts will be reviewed and compared to Wavecrest requirements. Individualized program plans will be designed with the administrator, counselor, student and parent/guardian. For credit retrieval, we will use Education 2020, a computer-based learning system.

Students are placed in classes using the following guideline:

- 0-5.5 credits in core academic areas - 9th grade
- 5.6-11.1 credits in core academic areas- 10th grade

- 11.2-16.8 credits in core academic areas - 11th grade
- 16.9 or more credits - 12th grade
- Student eligibility for Careerline Tech Center will be determined by each student's individual learning plan. 9th grade students are not eligible.

Late Work

Late work will only be accepted from those students who take the responsibility to attend the after school tutoring sessions. These sessions are in place to provide students with extra assistance in completing their work and making up incompletes.

Testing-Out

Students have the opportunity to test-out of classes offered at Wavecrest Career Academy by taking the final exam for each module for the course during scheduled exam times or at other times determined by the student/parent/teachers. Students must earn a minimum of C+ on each exam to earn credit for the class. The student will receive a CR (credit) on the transcript, indicating successful testing-out for a particular class.

<h2><i>Student Support / Communication</i></h2>
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Advisory Group

Each student will be assigned a faculty advisor. Advisory class will consist of: credit recovery, career preparation and planning, test taking strategies, ACT prep, and financial literacy. The advisor will work with each student to create an educational development plan that will include weekly, module and yearly goals. The advisor will meet with each student weekly to check the progress of his or her goals. The advisor will contact each student's parent(s) at least three times per module to provide feedback on their student's progress at Wavecrest.

Communication with Families

A school newsletter will be sent home with the report cards. This written correspondence will include any changes in the school calendar, reminders, a summary of what has been happening at Wavecrest and various tips for parents and students. The publication will be distributed every 12 weeks. One parent meeting per trimester will be held during the school year. Meetings will be at Wavecrest on October 20, 2011 January 19, 2012 and April 19, 2012 at 5:00 PM.

Parent conferences are scheduled for November 10, 2011 and February 16, 2012. If at any time, parents have questions about Wavecrest, please contact the main office.

Wavecrest has purchased services of Honeywell, an automated system that will contact households in the case of a school closing, student absence, etc. Parents also have computer access to Infinite Campus, our student management system, through the parent portal access on our Wavecrest Career Academy website. The parent portal allows parents to view their

student's attendance, behavior, and grades. Please see the sheet attached at the end of the handbook for instructions or call the school office for assistance.

Community Service

At Wavecrest we believe community service is an essential component to learning. All students will be required to do ten hours of community service each school year. Teachers will review service opportunities and the format with the students. All community service hours must be completed in order for the student to receive their diploma and/or transcript. In lieu of detention, community service may be required which will not count toward the original ten hours.

Visitors

All visitors are required to sign in and out at the office and receive a visitor's badge. The visitor's badge must be worn at all times and returned to the office upon signing out of the building. This is to ensure the safety of our students and staff.

<h2><i>Disciplinary Procedures</i></h2>
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General Information

It is impossible for teaching or learning to take place unless order is maintained. Students must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities as set forth by the Wavecrest Board of Directors' policies concerning student conduct.

Wavecrest's code of conduct will be enforced with regard to a student's misconduct in a classroom, elsewhere on school premises, on a bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. Students not adhering to our policies and procedures or school rules will be subject to disciplinary action by any employee of Wavecrest Career Academy.

Academic Contract

In the work place, employees are given an opportunity to improve their work before they are fired. Here at Wavecrest, students who are demonstrating a lack of adequate academic progress will be placed on an academic contract. Students will have a specified timeline to make progress or they may be dropped from Wavecrest. The criteria for an academic contract are:

- Report from any teacher of lack of participation, significant amount of incomplete work, unwillingness to put forth reasonable effort, and/or;
- Failure to make progress in Education 2020.

Behavior Contracts

Students who continually choose not to follow Wavecrest's expectations and/or code of conduct may be placed on a behavior contract. Failure to comply or meet the expectations set forth in the contract may result in the removal of the student from Wavecrest Career Academy for the remainder of the school year.

Definitions:

Warning: Student is warned verbally or in writing about an infraction, violation, or area of concern.

Referral: Referrals can be written by any staff member. The director will handle all referrals which may result in detention, community service, suspensions or expulsions.

Detention: Student may be assigned to serve detention for a specified number of days either before school, after school, or during lunch.

Community Service: The student may be assigned community service hours in place of detention.

Loss of Changing Time Privilege: The students may have their changing time privileges revoked, in which case the student would have to leave class early and go directly to their next class. They would not be allowed the social interaction between class periods. Failure to follow through with this may result in being escorted to and from class by an available staff member.

Classroom Discipline

Classroom discipline is a process in place to help students learn to make positive choices and to process their behavior when poor choices are made. Specific discipline depends on the choices the student makes. Steps in this process may be modified if necessary to prevent the disruption of the educational process and is under the discretion of the individual teacher. Wavecrest utilizes the four questions to address student behavior, which consists of: What are you doing? What are you suppose to be doing? Are you doing that? What are you going to do about it? Students are expected to answer the questions appropriately and respectfully.

Step 1

Warning- when choosing to not follow classroom expectations or Wavecrest code of conduct, the student will be made aware of their actions and the choices being made through the use of the four questions.

Step 2

Second warning- when continuing to choose to not follow expectations the student will be made aware of their actions again and redirected to be on task by using the four questions. The

teacher will speak with the student individually and remind them of the expectations and present them with choices to correct the behavior. The student will be reminded of the next step if they continue to make poor choices in regards to their behavior.

Step 3

If the student chooses to continue to not follow the expectations, they will be informed that they are choosing to leave the classroom and will be asked to report to the Responsible Thinking Center (RTC) At this point the student will be expected to fill out the required processing form and discuss their behavior with the Dean of Students. Once the student has had ample time to reflect on their choices and they have processed their behavior appropriately and created a positive intervention for their behavior, they will be allowed to return to class. In order to return to class the students must petition the teacher and present their plan for returning. The teacher reserves the right to accept or reject the plan upon presenting. If the plan is rejected the student must return to RTC to correct the plan. Any student that is sent to RTC will not be allowed to return to that class period until the plan has been completed and approved by the teacher. Students must negotiate within three school days. Those students that have not negotiated within the allotted time frame will be suspended for one school day. Upon the students return to school they must negotiate with their teacher. Failure to do so will result in further suspension time or removal from Wavecrest.

If a student chooses not to participate in the Responsible Thinking Process or their behavior necessitates immediate administrative intervention, they will be sent to the office and will be suspended for the day. The student will return to RTC to fill out a suspension plan before returning to their regular classes. Students who are consistently in RTC will be referred to administration for further intervention.

Responsible Thinking Center is not a place for socialization or to escape the classroom. The purpose of RTC is to assist students who have behaved out of class to reflect on their behaviors, create a plan and negotiate their return to class with the teacher. RTC is not to be utilized to complete schoolwork. Only processing forms and RTC assignments will be completed during this time.

Students that have been sent to RTC more than three times in a trimester will be referred to the director for further intervention.

If a student chooses to behave out of RTC the parent(s) will be notified immediately and the student will be required to leave school. The student will return to RTC the following day to complete a suspension plan before returning to their regular classes.

Grievance Procedure

This handbook protects student's rights by providing guidelines within which these rights are enjoyed. Any recognition of student's rights must also recognize that administrators and teachers have rights and duties. The teacher must maintain a safe and orderly learning environment. Administrators are responsible for overseeing the entire learning experience.

Occasionally a student or parent may think that school officials have acted improperly in denying student participation in an educational program, or subjecting a student to an illegal or inappropriate rule. Any problem or question by a student or parent who thinks that there has been unfair treatment should immediately be brought to the attention of school personnel – first to the teacher, then to the administrator, and finally, if the matter has not been resolved, to the Wavecrest Board of Education. All efforts will be made to resolve the problem, clarify the misunderstanding and explain fully what has happened and why to the student and parent/guardian.

Search and Seizure

Wavecrest Career Academy has determined that random searches have a positive impact on deterring violations of the rules and regulations, ensure proper maintenance of property, and provide greater safety for students and personnel. To ensure student safety and well-being, searches may be conducted of all Wavecrest Career Academy property such as lockers, classrooms, desks and the person or property of the student, including vehicles located on the property.

The director will have custody of all combinations to all lockers or locks. Students may not place locks on any locker without advance written approval of the director or designee. In no instance shall a student have an expectation of privacy as to prevent examination by the director or designee.

Wavecrest Career Academy may utilize canines, trained in detecting the presence of drugs or devices when there is reasonable suspicion that illegal drugs or devices may be present. Canines will be used only to determine presence of drugs in places where substances could be concealed, and will be used in collaboration with law enforcement authorities, and will not be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Privacy of students and their belongings will not be violated by unreasonable search and seizure. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and the student's disciplinary history. The director or designee are authorized to arrange for a breath test for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since Wavecrest has a zero tolerance policy for alcohol use.

A request for the search of a student or a student's possessions will be conducted by the director in the presence of the student and another staff member. The director will attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, the director may conduct the search without consent. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's same gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The director will promptly record in writing of the student search, including the reasons for the search, information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found that the disposition made of them; and any subsequent action taken.

Student Court

Students who have exhibited chronic misbehavior and whose choices are negatively impacting the school, community, and fellow peers may be recommended for student court. A student will be recommended to student court by a teacher, counselor, or administrator based on the student's behavior choices. The recommendation will be reviewed by the director and will either be approved or referred to administrative discipline. When a student is assigned to student court they must face a jury panel of their peers who will question the student on their behavior choices and deliberate an appropriate consequence based on their responses to the questions, attitude during the proceedings, past behaviors, and the severity of the incident being reviewed. All processes of student court will be supervised by a teacher, counselor, and or administrator. All proceedings and judgments must be approved by the director of Wavecrest Career Academy. Student court will be held in the afternoon of each records day. If necessary, a special session of student court may be called and held after school hours during the regular school week.

The purpose of student court is to teach students to be more responsible and hold each other accountable for their actions, helping them to realize the impact of their choices on those around them.

If a student is recommended and approved for student court a meeting will be held with the student and parent(s) to discuss the issue presented and the student court process. A letter will be sent home detailing the time and location of the student's hearing and parents will be encouraged to be present and participate in the hearing. There are certain behaviors that will not be reviewed by student court, but directly handled by the administration and or board of directors. For a list of examples please review the Wavecrest Career Academy's Student Court Rules, Procedures, and Guidelines located in the main office.

Suspensions and Expulsions

Student discipline in the form of suspension or expulsion from Wavecrest Career Academy is authorized and will be administered according to the procedures below.

Suspensions and expulsions vary in the seriousness of the behavior and the length and severity of the punishment. They may range from a one-day suspension to permanent expulsion. Pupils with disabilities are afforded specific due process protection in cases of suspensions or expulsions under state and federal law. If there is reasonable cause to believe that the pupil is disabled, and the school district has not evaluated the pupil in accordance with rules of the Michigan State Board to determine if the pupil is disabled, the pupil shall be evaluated in an expedited manner in accordance with 34 CFR 300.527. (Note: Students who are expelled for the current school year will not be permitted to attend Wavecrest during that school year.)

Short Term Suspensions: Suspension from school and all school privileges for a period of ten (10) days or less. An example of why a student would be assigned this for would be persistent misconduct. This can include detention, out-of-school suspension and/or loss of other

privileges.

Long-Term suspensions: Suspension that results in separation of student from school and school privileges for up to a period of 180 days. Application for reinstatement depends upon the pupil's grade level and the level of seriousness of the incident. All long term suspensions will be taken to the Wavecrest Board of Directors for approval. Students who are long term suspended must reapply for enrollment to Wavecrest once the suspension is lifted. Students may be asked to appear before the Board of Directors for re-admittance. Students may be suspended for up to 180 school days for any of the following:

- Verbal assault on district personnel
- Bomb or other threats
- Physical assault on another student or staff member -- intentionally causing or attempting to cause physical harm to another through force or violence.
- Violence or Aggressive behavior – Violence occurs whenever anyone harms – or threatens to harm - a person's body, feelings or possessions. This includes fighting, bullying (verbal or physical), threats and/or intimidation to peers, teacher, and/or staff.
- Gang related activity
- Racial degradation or intimidation
- Bullying/Harassment

Permanent expulsions: Wavecrest Board of Education will permanently expel a student from the district for weapons, arson, criminal sexual conduct or physical assault to an employee, volunteer, or a person contracted by the school district. All expulsions will be taken to the Wavecrest Board of Directors for approval. Students who are expelled must reapply for enrollment to Wavecrest once the expulsion has expired. Students will be required to appear before the Board of Directors for re-admittance.

- a. Dangerous weapons: Firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3" in length, pocket knife opened by a mechanical device and brass knuckles. Firearm is defined under the federal Gun-Free Schools Act of 1994 as:
 - Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such weapon.
 - Any firearm muffler or firearm silencer.
 - Any destructive device.
- b. Arson – means a felony violation of Chapter X of Michigan penal code MCL 750.71-80.
- c. Criminal sexual assault – means violation of Section 520 b-g of the MCL 750.520 b-g.
- d. Physical assault – pupil to employee, volunteer or person contract by the district.

Any student who has received their third suspension will be scheduled for a review by the administrative team. A plan will be put in place to assist the student with his or her behaviors. If the plan is not followed and if a student receives a fourth suspension, they will be referred to the Board of Directors for expulsion.

Discipline for special education students is addressed in the document “Procedural Safeguards Available to Parents of Students with Disabilities.”

Examples of behaviors that may result in suspension or expulsion from Wavecrest:

Academic dishonesty	Insubordination
Bullying	Public Displays of Affection
Disrespect	Gang Activity
Driving unsafely, inappropriately	Obscenity/Profanity
Inappropriate use of cell phone, pager or other electronic device	Racial Degradation or Intimidation
Indecency in dress or behavior	Assault/ Physical aggression against people
Forgery or falsification of documents/	Battery
Plagiarism	Destruction of Property over \$100
Smoking/Possession of tobacco products	Extortion
Including lighters	Larceny over \$100
Sexual harassment	Possession of drug paraphernalia or alcohol
Stealing	Robbery
Physical aggression against property	Vandalism over \$100
Harassment	Under the influence of <i>illegal or non-doctor prescribed</i> drugs or alcohol
Violation of student contracts	

INFINITE CAMPUS PARENT PORTAL

ATTENTION: PARENTS

The **Infinite Campus Parent Portal** allows students and parents access to student's grades and attendance. In order to access the portal system as a student, you will receive your information from your teacher. To access the portal system as a parent or guardian, you must have a personal Activation Key, which can be obtained by contacting the Wavecrest Career Academy office at (616) 393-7662.

The Infinite Campus Parent Portal can be found at: <http://icportal.oaisd.org>

Detailed instructions and a manual can be found on the Wavecrest Career Academy (<http://www.wavecrestacademy.org>) website. Simply click on the **Parent Access** link under the **Resources** title.

If you do not have an account, you must create one. To do this, select the "click here" next to the statement: "If you have been assigned a Campus Portal Activation Key, [click here](#)".

To proceed with your initial login, enter the Activation Key exactly as you have been given in the spaces provided and click the "Submit" button.

Once you have entered the Activation Key, you will need to create a User Name and Password. Once these have been created, you will no longer need your Activation Key to Log In.

The Password must be a minimum of 8 characters and must include letters and numbers. For example, the password "wavecrest" would not work because it does not contain any numbers. However, the password "wavecrest1" would be accepted.

The information below describes the functions that can be done within the campus portal:

Family – By clicking on the family section, the student's contact information is displayed. This will list parent(s) and guardian(s) of the student. *If you notice that any of this information is incorrect, please feel free to contact Shari Gillette, Secretary at Wavecrest Career Academy, at (616) 393-7662.*

Calendar – You can check the school calendar and assignments that are due on a particular day.

Schedule – This displays the student's schedule at Wavecrest Career Academy. Clicking on the class gives you more detailed grading and assignment information for the student.

Attendance – The attendance screen will display student attendance information. There is an attendance summary showing the total number of absences and absence detail by day. Any absence can be marked unknown, excused, unexcused, or exempt.

Reports – From the reports section, you are able to print out the student schedule or a missing assignment report.

View Access Log – This allows you to see how many times you have accessed the portal.

Change Contact Info – This allows you to add/edit your contact email address.

Log Off – Logs you off the Portal.



Be on time and be prepared.

Be productive and participate.

Use appropriate language.

Respect people, their property and our school.

**ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO ABIDE
BY THE 2011-2012 WAVECREST CAREER ACADEMY
STUDENT/PARENT HANDBOOK**

Students are encouraged to share this handbook with their parents and/or guardian. Each student will be required to sign this form to acknowledge that s/he has received this revised handbook and turn this form into the office as soon as possible. Failure to sign this form and return it to the office will result in the student being dropped from Wavecrest. It is the student's responsibility to be familiar with the contents of this handbook.

By signing this form, I acknowledge the following:

1. I have read the handbook and understand the contents.
2. I also understand and will abide by the Internet Use Agreement.

Student Name (print): _____

Student Signature

Date

Parent/Guardian Signature

Date

Wavecrest Career Academy

Technology Acceptable Use Policy: Student

Students who use computers and other forms of technology provided by Wavecrest Career Academy agree to adhere to this Acceptable Use Policy, which applies to the school's local area network, Internet, e-mail, and other online access in addition to traditional computer resources. Students are responsible for adhering to the appropriate guidelines on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Access is a privilege, not a right. Access entails responsibility. *This policy also applies to use of Wavecrest Technology off site.*

Acceptable Uses

- Students will have access to computers and the resources assigned to their student ID under the supervision of a staff member or authorized representative.
- Students are responsible for using technology for educational purposes only.
- Students are responsible for properly using and caring for the hardware and software. Users are to seek assistance if necessary and are to report any misuse they witness.
- Students may have independent access to the Internet at designated times. Wavecrest staff reserves the right to limit access to specific sites.
- Students are responsible for recognizing and honoring the intellectual and creative work of others. Copyright laws must be observed; all sources should be cited accurately.

Unacceptable Uses

- Using an ID other than your own or attempting to gain access to unauthorized files or sharing private information with unauthorized people.
- Buying, selling, or advertising anything.
- Installing or downloading software on school technology.
- Tampering with software, files, or hardware. This includes changing passwords, settings, or the work of others.
- Installing or copying a virus, or infecting a computer or the network with a virus.
- Searching for or distributing inappropriate material. This includes material that is pornographic, contains profanity, or promotes violence, discrimination, harassment, or illegal behavior.
- Risking personal safety by posting personal contact information about yourself or other people.
- Wasting district resources with excessive or non-school related printing.

Consequences

Students are responsible for following the Acceptable Use Policy of Wavecrest Career Academy and for reporting any misuse to a staff member. Failure to do so may result in any or all of the following:

- Communication with parents/guardians
- Suspension and/or cancellation of privileges
- Contact with authorities if a violation of laws has occurred
- Full financial restitution for any damage or unauthorized expenses
- Expulsion from school

I _____, have read and understand the acceptable use policy and understand that the usage of technology is a privilege. I agree to follow this policy and understand any violation will result in consequences as outlined.

Student Signature

Date

Parent Signature

Date