

# **Mid-Metro Academy**

## **Policy Handbook**

**2020 – 2021**

### **Our Purpose**

Mid-Metro Academy exists to provide support to homeschooling families by offering a variety of academic, arts, and career track classes. Classes are taught from a foundation of Christian values by instructors who are qualified in their respective fields and are passionate about helping youth achieve their highest potential.

### **Our Values**

Following the Golden Rule given by Jesus, we treat others with kindness and respect. We appreciate the unique, God-given gifts, talents, personalities, and aptitudes of ourselves and others. We provide positive reinforcement, praise, and encouragement freely. We promote critical thinking skills and understanding the “why” behind our actions, thoughts, behaviors, and attitudes. We acknowledge that no single person gets it right every time; there is always room for improvement, and mistakes can be the catalyst for discovery, deeper relationships, and personal growth. Every person has treasure within; positive learning environments and supportive relationships help draw that treasure out. We want to be part of that process.

### **Our Structure**

Mid-Metro Academy is a nonprofit educational organization (IRS 501(c)(3) status pending) that enables qualified teachers to provide selected academic and enrichment classes to member families. Upon paying an annual membership fee, families can register their students in grades 7–12 for the classes that meet the educational goals of their own homeschool. Families pay tuition directly to the instructors via PayPal. Mid-Metro Academy is not a school and does not keep transcripts or submit reports to the school district superintendent or the State of Minnesota. Member families are responsible for those functions under Minnesota homeschool statutes.

## **Responsibilities**

### **Instructor Responsibilities**

Mid-Metro Academy instructors have been chosen because they have an expertise in the subject that they teach, a love for teaching students, and a commitment to Christian values. Instructors

may assign homework, quizzes, or tests for students to complete between classes, and they may administer tests and quizzes during class. Instructors will provide parents with a syllabus at the beginning of the school year that will provide an overview of course lessons and assignments, due dates, and other expectations. Some instructors make use of learning platforms such as Edmodo and Google Classroom. If so, they will provide the information you need to participate. Instructors may also use features of Mid-Metro Academy's website ([www.midmetroacademy.com](http://www.midmetroacademy.com)) to engage and communicate with students and/or parents. Each instructor will establish his or her own parameters for keeping parents advised of student progress. Since instructors are hired directly by parents, parents should feel free to contact instructors as needed.

### **Parent Responsibilities**

As the person in charge of their students' education, parents are responsible for encouraging and supervising their students in their homework and course activities and making sure that work is submitted to the instructor on time and in the proper format. This may include helping students to complete an assignment or correcting assignments or quizzes and proctoring tests. Although instructors may provide scores or recommendations for grades, parents assign their students' final grades and/or credits in compliance with state homeschool statutes.

Since Mid-Metro Academy is a drop-off academy, parents must see that the students arrive on time and are picked up promptly. Parents may not attend class with their student. Students must be picked up no later than 3:45.

One adult from each family is responsible for volunteering once per semester to help with monitoring study hall, lunch, doors, and hallways, or they may help out with open houses, special events, or Parent-Teacher Association meetings. There will be a separate sign-up link on the website for claiming volunteer slots. Those who are unable don't wish to donate their time may opt to pay a waiver fee of \$25 per semester. Those who do not claim a volunteer slot by the deadline will be invoiced for \$25. They will not be able to register for the next semester until their invoice is paid.

### **Student Responsibilities**

For most classes, students will receive homework assignments each week that must be completed by the following class period. Students should complete all their assignments to the best of their ability and by the due date. Students should arrive to class on time, with their completed assignments, and should participate fully in class activities. Students should approach each class period with the enthusiasm of an active learner, knowing that what they get out of the experience depends on what they put into it. Students should follow the Golden Rule given by Jesus, treating others—peers, instructors, adult volunteers, and site personnel—with kindness and respect. They should respect all site property and any property belonging to instructors, taking care not to be wasteful or destructive. All students must follow Mid-Metro Academy's Code of Behavior. Students should report bullying or inappropriate behavior to their instructor or monitor

immediately. Students may take advantage of informal advising on interpersonal or instructional concerns by scheduling an appointment with Miranda Brist or stopping by during her open door period (11:30 – 12:30).

## **Financial Responsibilities**

Annual Family Membership: Families must join Mid-Metro Academy by paying a \$60 annual family membership fee before they may register for classes. Those joining only for second semester pay \$30. Please send an email to [help@midmetroacademy.com](mailto:help@midmetroacademy.com) before attempting to complete your online registration so your fee can be modified.

Class Tuition: Tuition varies by class and is paid directly to the instructor via PayPal upon registration. Your email confirmation from PayPal serves as your receipt. Instructors pay a portion of the tuition payments they receive to Mid-Metro Academy for rent, administrative costs, and liability insurance. Classes are full-year classes, but tuition is paid by semester. Fall semester tuition is due by August 7; spring semester tuition is due by January 4, 2021. Late registration fee: Registrations after August 7 and payments after January 4 will incur a \$25 late fee. If payment for spring is not made by January 4, the student could lose his or her place in class. Please make all payments in a timely manner.

Supplies and Textbooks: If the instructor is collecting additional fees beyond tuition, such as supplies or textbook fees, it will be noted on the registration page, and the amount indicated will be due with the first semester payment. Many classes require that you purchase a textbook or other supplies for the class. Instructors will provide that information to registrants, and parents are responsible for purchasing those items on their own and making sure students have all required materials on the first day of class.

Withdrawing from a class: You may remove your student from a class for which he is registered without penalty until July 1. It is your responsibility to contact the instructor and request a refund. The instructor will remove your student from the roster and process your refund via PayPal. PayPal processing fees are not refundable. To withdraw from a class after July 1, email the instructor. If you withdraw between July 1 and August 7, the instructor will refund you the tuition amount less a \$25 withdrawal fee. If you withdraw after August 7 but before the first day of class, your refund will be \$85. If you withdraw after the first day of class but before 12:01 a.m. on the second day of class, your refund will be \$50. No refunds will be issued for withdrawal after the day of the second class meeting. If the instructor has already purchased textbooks and supplies, those fees are nonrefundable at any time after registration.

Class cancellation: If the class is canceled by the instructor or Mid-Metro Academy, you will be issued a full refund less PayPal fees.

## General Information

**Building Use:** Students must enter only through designated doors. These policies will be clarified at the beginning of the school year. Students must remain in the Mid-Metro Academy part of the building at all times. All other areas of the facility are off limits unless accompanied by Mid-Metro Academy staff or instructors. Students who are not in a class that they're registered for must be in Study Hall or the High School Student Lounge. They may not hang out in hallways or unused classrooms. Students must comply with security measures and must keep their own safety and the safety of others in mind. For example, exterior doors must remain closed and should not be propped open. Student should not admit someone who is not authorized to be on the property.

### Communication

**Email:** Our primary mode of communication is email. You must have an email address in order to register and participate in Mid-Metro Academy, and you must check it regularly.

**Website:** All forms, policies, and other important information will be posted on our website, [www.midmetroacademy.com](http://www.midmetroacademy.com). Instructors have their own pages on the website. Make sure you know how your student's instructors plan to use the website to communicate class information to you.

**Course Prerequisites and Grade Levels:** A student must be twelve years old by September 1 of the school year being registered for in order to take classes. The grade levels shown on the registration page are those recommended by the instructor for the class. If your student falls outside the recommended grade level but you want him or her to take the class, contact the instructor for approval before registering. Similarly, if you believe your student should take a class even if a prerequisite has not been met, you must obtain instructor approval before registering.

**High School Student Lounge:** A monitored student lounge may be provided at no charge for students in grades 9 - 12 during times that there are classes in session. Students who remain on the property between classes must be in Study Hall or in the Student Lounge, if available. Students are not allowed in the student lounge on days on which they do not have classes. If a student needs to be in the student lounge for more than one period in a day, permission must be received from the on-site monitor. Permission to stay may not be granted if the directors feel that adding more students to a period would increase the activity and/or noise level beyond acceptable levels. Students in grades 9 – 12 who are registered for Study Hall may obtain a pass from the Study Hall monitor to go to the High School Student Lounge for some or all of their Study Hall period unless a parent has provided written instructions to the contrary. Socializing, games, watching videos, and listening to music together are acceptable in the Student Lounge, and it is expected that the noise level will be higher than in Study Hall. Students should use discretion in what they watch or listen to, realizing that others in the room may not appreciate

being exposed to something they haven't chosen. The Student Lounge monitor has the right to ask students to rein in their activities and sound level.

**Instructors:** Mid-Metro Academy is not a school, so it doesn't hire teachers. Instructors who offer courses through Mid-Metro Academies are not employees but are independent contractors hired by parents. Mid-Metro Academy chooses instructors based on their credentials, experience, references, and other criteria the Mid-Metro Academy Board and staff deem important. Mid-Metro Academy endeavors to find instructors of the highest quality, standards, and integrity, but we cannot guarantee that they will meet every parent's expectations, nor can we guarantee their performance.

**Late or Second-Semester Enrollment:** New students will be accepted up to the third week of fall semester with the tutor's approval if space is available. Tuition will not be prorated for students who join the class already in progress. Mid-year entry may be possible in some classes. Instructor approval is required before registration. Full second-semester payment will be required, plus any supplies or textbook fees the instructor requires.

**Lunch Period:** Lunch time is from noon to 12:30 p.m. Students may bring lunch from home. Students who drive may go out for lunch if they have no third period class, but it's highly unlikely they will be able to get out or back in time for a 12:30 class. Lunch must be eaten in designated areas only. Each instructor determines the policy for food or beverages in the classroom. Wherever students eat or drink, they must use good manners, avoid spills, and clean up after themselves thoroughly, disposing of all waste products properly.

**Student Drivers:** Students who will be driving themselves to Mid-Metro Academy must comply with all parking instructions. Further details will be issued as the school year approaches.

**Study Hall:** A classroom designated as Study Hall is available for students who have a free period between classes or who are waiting for siblings or carpool partners who are in class. Students must register for Study Hall on the website registration page if they anticipate they will be on-site but not in class on a regular basis during the semester. Study Hall is monitored by volunteers, which allows us to keep the fee low. The cost for one semester for one class period is \$25. Students are allowed two free Study Hall periods each semester to accommodate unusual circumstances. The Study Hall classroom will remain a quiet study space. Students may work independently on homework, listen to music or watch videos on personal devices with headphones, converse in low tones, or play quiet games with friends. They may not watch videos as a group. The monitor will assure that the space remains quiet. As long as parents do not specify otherwise, students in grades 9 – 12 may obtain a pass from Study Hall to the High School Student Lounge (if available) if they wish a louder, less studious, and more social environment.

**Weather:** In case of inclement weather, the decision whether to cancel classes will be made by 7:00 a.m. on class day. An email will be sent out as soon as possible, and the announcement will

be posted on [www.midmetroacademy.com](http://www.midmetroacademy.com). Depending on the forecast, we may choose to delay our start time and shorten each class period instead of canceling the entire day. When weather worsens while classes are already in session, we may dismiss classes early, possibly after shortening class periods. If classes are cancelled due to the weather, teachers will email their students with assignments for the next week, and the class session will not be made up. However, if classes are canceled a second time in the same semester, we will attempt to make the classes up by extending the semester one week. No refunds will be given for cancellations due to weather.

### **Code of Behavior**

Students at Mid-Metro Academy are expected to behave in a respectful manner in all circumstances. Students should display self-respect, respect for the property we're renting, respect for instructors and other adults, and respect for their fellow students.

With that in mind, students must:

- Never bully, belittle, taunt, threaten, curse, or verbally abuse anyone.
- Refrain from inappropriate physical contact, including the following: kissing, holding hands, hugging (other than brief hugs of greeting), wrestling, slapping, punching, tripping, kicking, lifting, tickling, and rough-housing.
- Dress appropriately for a school setting. Students may be asked to remove and/or replace articles of clothing that are distracting or could cause offense (such as t-shirts with vulgar or insensitive messages or images; outrageous items; costumes [unless allowed for special occasions]; attire that reveals too much skin or underwear). Extra-large t-shirts will be kept in the Study Hall. Students whose apparel is deemed distracting or offensive will be asked to wear one of those shirts for the day.
- Leave cellphones on silent and put away during class. Instructors may confiscate any cellphones that are being used during class and hold them until the end of class.
- Comply with instructors' stated expectations for behavior and participation in class.
- Clean up after themselves in classrooms, lounges, hallways, bathrooms, and lunch areas. Waste should be disposed of in the proper receptacles. Any spills must be immediately cleaned up. Students should seek to leave an area in better condition than they found it in.
- Cheerfully assist as requested with set-up and take-down tasks if present when a room is being worked on.
- Report any damage to the building or equipment to an instructor or monitor. Students are responsible for paying for any damage they cause through improper use or deliberate misuse of the building or equipment.

## **Animals**

With the exception of service animals, no animals are allowed at any Mid-Metro Academy activities.

## **Prohibited Items**

Tobacco, drugs, alcohol, weapons, pornography, and fireworks are not allowed on the property. Anyone discovered on the property in possession of any of these items before, during, or after a Mid-Metro Academy event or activity will be immediately expelled from Mid-Metro Academy for the semester **without refund**. No warnings will be given.

## **Threats of Harm**

Any threats of harm to a student's self or others are taken very seriously. Anyone making verbal or physical threats will be referred immediately to the local law enforcement authorities.

## **Consequences for Violations of Code of Behavior**

First offense: The instructor will notify the parent of the inappropriate behavior.

Second offense: The Mid-Metro Academy instructor, staff person, or board member will notify the parent of the inappropriate behavior. The parents must respond by e-mail or by phone to confirm that they have discussed the inappropriate behavior with their student and that the student is willing to make restitution or apologies if requested. The student will not be allowed back in class until parents have communicated this message to the Mid-Metro Academy representative.

Third offense: The instructor, staff person, or board member will notify the parent of the inappropriate behavior and will request a conference with the parent, student, and Mid-Metro Academy board members to determine the intentions of the student and whether he or she may continue attending Mid-Metro Academy classes. If the student is expelled or chooses not to continue at Mid-Metro Academy, no refunds will be given.

Mid-Metro Academy reserves the right to address on a case-by-case basis any situation that has not been directly mentioned in this Handbook or Code of Behavior. Any serious offense in which a student's behavior is distracting or disruptive will be addressed according to the considered judgment of at least three Mid-Metro Academy representatives. The consequences will depend on the perceived severity of the offense.