MID-METRO ACADEMY

Mid-Metro Academy Policy Handbook
2026-27

Statement of Faith

Mid-Metro Academy is a Christian Homeschool Academy. It exists to provide support to homeschooling families by offering a variety of academic, arts, electives, and career-oriented classes designed to help them meet their family's educational goals. 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. We believe in embracing the person and work of Jesus Christ as we encourage, educate, and engage with the local homeschool community (Romans 15:7).

Our Values

Following the Golden Rule given by Jesus, we treat others with kindness and respect (Matthew 7:12). 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. (Mark 12:28-31; Luke 6:31).

Our Beliefs

As a Christian nonprofit educational organization chartered in Minnesota, Mid-Metro Academy is guided by historic Christian beliefs as expressed in the Nicene Creed:

- We believe in one God, the Father Almighty, the maker of heaven and earth, of things visible and invisible.

- And in one Lord Jesus Christ, the Son of God, the begotten of God the Father, the Only-begotten, that is of the substance of the Father.

- ◊ God of God, Light of Light, true God of true God, begotten and not made; of the very same nature of the Father, by Whom all things came into being, in heaven and on earth, visible and invisible.

- ◊ Who for us humanity and for our salvation came down from heaven, was incarnate, became human, was born perfectly of the holy virgin Mary by the Holy Spirit.

- ◊ By whom He took body, soul, and mind, and everything that is in man, truly and not in semblance.

- ◊ He suffered, was crucified, was buried, rose again on the third day, ascended into heaven with the same body, [and] sat at the right hand of the Father.

- ◊ He is to come with the same body and with the glory of the Father, to judge the living and the dead; of His kingdom there is no end.

- ◊ We believe in the Holy Spirit, the uncreate and the perfect; Who spoke through the Law, the prophets, and the Gospels; Who came down upon the Jordan, preached through the apostles, and lived in the saints.

- ◊ We believe also in only One, Universal, Apostolic, and [Holy] Church; in one baptism with repentance for the remission and forgiveness of sins; and in the resurrection of the dead, in the everlasting judgment of souls and bodies, in the Kingdom of Heaven and in the everlasting life.

Supporting Scripture: Ephesians 4:4-6, 1 John 5:7, Ephesians 2:8-9, Romans 6:23, John 14:26, Ephesians 1:13, 4:30, Genesis 1:1, 1:31-2:2, Exodus 20:11, Ephesians 2:8-9, Romans 6:23, John 14:26, Ephesians 1:13, 4:30, 2 Timothy 3:16-17, 2 Peter 1:21, John 1:1-5.

Member Acknowledgment

By checking the Policy Handbook box on the Mid-Metro Academy membership application or renewal, members assent to the following acknowledgment:

> I acknowledge that as a Christian nonprofit educational organization, Mid-Metro Academy is guided by the historic Christian beliefs and values expressed above and that the decisions, policies, and perspectives of Mid-Metro Academy reflect those beliefs. Regardless of my own beliefs, by becoming a member of Mid-Metro Academy, I agree to comply with the Policy Handbook and decisions made by the Mid-Metro Academy Board based on the Statement of Faith. Furthermore, while on campus or in discussions with any other member(s) of Mid-Metro Academy, I will not intentionally disrespect Christianity or any Christian denominations or creeds through my words or actions.

Our Structure

Mid-Metro Academy is a nonprofit educational organization registered under the laws of Minnesota 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 5–12 for the classes that meet the educational goals of their own homeschool. Some classes are open to "gap year" students (students who graduated the previous spring) and adults. Families pay tuition directly to the instructors via credit card or 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.

Instructors

Mid-Metro Academy instructors have been chosen because they have expertise in the subject(s) 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) 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.

If an instructor is ill or is unable to hold a given class for some other reason (travel, family emergency, etc.), the instructor will communicate directly with student families about making up the lesson for the week. Possibilities include a Zoom class, a recorded video, additional assignments, forum posts, or a substitute teacher. Instructors will make every effort to deliver the full content of the course even when unexpected events arise. We appreciate your understanding and flexibility. Since instructors are hired directly by parents, parents should feel free to contact instructors as needed.

Please note that 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.

Responsibilities

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 unless staying for music lessons.

Volunteer Responsibilities

Mid-Metro does not require any volunteer hours. However, there may be an occasional need for special events from time to time.

Security Responsibilities

Mid-Metro Academy desires to maintain a secure campus. To ensure this, we have hired a Security Manager. Rob Gimpl will serve as a welcoming, reassuring presence on campus as he assists with traffic flow, monitors the building entrance, and observes the perimeter and grounds. If any suspicious or dangerous situations arise, he will contact the appropriate authorities. We're thrilled to have Mr. Gimpl on staff to help meet those goals.

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.

Membership and Class Registration

Four Required Fees

1. Non-refundable Annual Membership Fee:
   - The annual family membership fee is $75 and must be paid before registering for classes.
   - If family joins in the spring semester, the membership fee is $40. *(Those who join at mid-year should send an email to help@midmetroacademy.com before attempting to complete online registration so the fee can be adjusted.)*

2. Non-refundable Annual Building Fee:
   - The annual building fee is $50 and must be paid before registering for classes. This fee helps offset the cost of internet, snow plowing, cleaning, setting up, and tearing down each week.

3. Per Student Fee:
   - The student fee is $25/student and must be paid before registering for classes. *The per student fee **will be waived** if you register and pay for classes prior to the June 1 deadline.*

4. Per Class Late Registration Fee:
   - The per class late registration fee is $25/class and must be paid if registering for classes after the July 15 deadline for Fall and November 15 for Spring.

   Please note: Payment of these fees confirms that your membership is active, which will allow you to register for classes on the dates listed below.

Five Important Registration Dates

April 1**: Returning** families can register when fees are paid.

May 1**: New** families can register when membership is approved and fees are paid.

June 1: On or after this date, a $25/student fee will be required.

July 15: On or after this date, a $25/class fee will be required for full-year or fall classes.

November 15: On or after this date, a $25/class fee will be required for spring classes.

Class Tuition

Tuition varies by class and is paid directly to the instructor via PayPal or credit card upon registration. Your email confirmation from PayPal or USAePay 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.

Class Payment Instructions

1. For a full-year class, tuition may be paid in full, or you may choose to pay in two equal installments. The first installment is due **IMMEDIATELY** upon registration. The second installment is due on November 15.

2. For a one-semester class, payment is due **IMMEDIATELY** upon registration.

3. There are no refunds given unless a class cancels.

Supplies and Textbooks

If the instructor is collecting additional fees beyond tuition, such as supplies or textbook fees, those fees 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.

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. 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. Students should not admit someone who is not authorized to be on the property.

Communication

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 your email inbox regularly. All forms, policies, and other important information will be posted on our website, 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 ten years old by September 1 of the current school year in order to take classes unless special permission has been granted by the instructor. 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.

Drop-Off/Pick-Up Procedure

You may drop off and pick up your student at the sidewalk outside door 4; the 2nd set of orange double doors. If you have to come in, please feel free to park anywhere in the main parking lot.

Policies for Parents Waiting on Campus

If you want to remain on campus while your student attends class, we welcome you to have a seat in the Parent Lounge (Narthex). Please register at the front desk. You may help yourself to a free cup of coffee in the Fellowship Hall. Parents may not sit in on classes or wait in the classroom hallways or Fellowship Hall. Do not pass beyond the reception area without permission. Ask permission before using the restrooms in the main hallway. Adults may only use restrooms when they are unoccupied by students. Thank you for your cooperation.

Complaint Resolution Process

Although it is rare, parents may have a complaint about a class or an instructor. If this happens, first contact the instructor via email. Our teachers want to serve our families and meet your expectations. You may request a phone, video, or in-person meeting if you feel the issue warrants it. Clearly describe your complaint and request a specific action step within the instructor's control that would resolve the issue. The vast majority of all conflicts can be resolved this way. However, if you and the instructor can't reach a satisfactory solution, email director@midmetroacademy.com to explain the situation or set up a meeting to discuss it. The director and/or the Mid-Metro Academy board will seek to mediate the conflict. However, keep in mind that instructors are independent contractors, not employees, so MMA gives them a wide measure of autonomy.

Late or Second-Semester Enrollment

New students will be accepted up to the second week of fall semester with the instructor'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

Lunchtime is from 12:00-12:30 on Mondays and Wednesdays. Pizza is available for purchase in addition to a limited selection of snacks and drinks in the Fellowship Hall. Students may bring lunch from home and may use the refrigerator and microwave. Students must label their food items clearly and remove them at the end of each day. Lunch must be eaten in designated areas only. Seating in the Fellowship Hall is limited; certain classrooms are also designated as lunch areas. Each instructor determines the policy for food or beverages in his or her classroom. Wherever students eat or drink—whether at lunchtime or during class, if allowed—they must use good manners, avoid spills, and clean up after themselves thoroughly, disposing of all waste products properly.

Open but Secure Campus

Mid-Metro Academy is an open campus. That means we do not monitor when students leave. We ask that students sign in when they arrive and sign out when they leave. Parents should set expectations for their students regarding whether they may leave the building during lunchtime or during a free period.

Permission to Use Photo Images

Members of Mid-Metro Academy grant permission to use without compensation photographic or video images of their family members with or without their names in Mid-Metro Academy's print and digital communications, including the website, emails, press releases, promotional materials, and Facebook posts.

Student Drivers

Students who drive themselves to Mid-Metro Academy must comply with all parking instructions. Students may park in the main Advent Lutheran Parking Lot.

Study Hall

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. Parents must register their students for Study Hall on the website registration page if their students will be on-site but not in class on a regular basis during the semester. The cost for one semester for one class period is $50. Students may work independently on homework or play quiet games with friends. The monitor will assure that the noise level remains reasonable. Laptops are acceptable as long as students are using them for homework only. If they are used in any other way, they will be confiscated until the end of the day. (See policy below.)

Weather

In case of inclement weather, the decision whether to cancel on-site classes will be made by 10:00 p.m. on the evening before the class day. An email will be sent out as soon as possible, and the announcement will be posted on www.midmetroacademy.com. Depending on the forecast, we may choose to delay our start time and shorten each class period instead of canceling all on-site classes for 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 canceled due to the weather, teachers may elect to hold classes via Zoom or other video conferencing platform. Teachers will email their students with instructions and links for the remote meeting and with assignments for the next week. It is understood that some students may not be able to attend such online classes; teachers will work with students to accommodate such situations. No refunds will be given for cancellations due to weather.

Special Needs

Mid-Metro Academy tries to accommodate children with special needs on a case-by-case basis, depending on the student's needs and the individual teacher's comfort level. If a student needs one-on-one attention, the family should communicate their child's needs with the teacher. If deemed necessary, the family may need to find someone to attend class with that child. If payment is required of the helper, that will run at the family's expense.

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.
- Never cheat on tests, quizzes, or other graded work by obtaining answers from another student, resources that are not allowed, or the internet.
- Submit original work. Plagiarism (presenting someone else's words or work as your own without giving proper credit) is academic dishonesty and is a form of cheating.
- Use Artificial Intelligence (AI) ethically if at all. This means using it only during the development stage of writing or projects. Using AI to write a paper or complete an assignment is academic dishonesty and is a form of cheating.
- Not steal. Do not take items that belong to others. Do not take snack items that are available for purchase without paying the specified amount. Do not pay with foreign coins or fake money.
- 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); and attire that reveals too much skin or underwear. If the Program Administrator and/or Executive Director deems that a student's apparel is distracting, we will require the student to wear an extra-large t-shirt provided by MMA for the remainder of the day.
- Leave cellphones at home or turned off and hidden during the entire time you are on campus, including during passing times, lunch, and Study Hall. Instructors or staff will confiscate any cellphones that they see (except during Study Hall with parental permission to work on assignments). Confiscated phones will be kept in central storage and may be retrieved after the student's final class for the day. Students may use cellphones to contact parents regarding pick-up after their final class.
- Comply with instructors' stated expectations for class participation and behavior.
- Comply with all instructions given by the Program Administrator, Safety Manager, and MMA staff or authorized volunteers, and Advent Church personnel.
- Pay attention in class and not cause distractions. Students must not throw items, pester others, repeatedly make off-topic or inappropriate comments, make disrespectful remarks to the teacher or classmates, or behave in any other way that interferes with the learning environment.

- Clean up after themselves in classrooms, Study Hall, 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.
- Respect the building, furniture, and grounds.
    - Drawing, carving, or otherwise damaging the surfaces of walls or furniture is a serious offense. Students who cause damage may be required to pay for the damaged item.
    - Students should not sit on tables.
    - Students may drink only water (no coffee or hot chocolate) in carpeted classrooms.
    - Students must not climb or damage trees or harm the lawn, signs, or equipment.
- Cheerfully assist as requested with set-up and take-down tasks if present when a room is being rearranged.
- Report any damage to the building or equipment to an instructor or monitor.

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

Prohibited Items: Students must leave jackknives, box-cutters, and Exacto knives at home. If an in-class project requires such tools, the instructor must inform the Mid-Metro Academy Director and Program Administrator. Specific guidance will be issued on a case-by-case basis.

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 **without refund**. No warnings will be given.

Threats of Harm and Violence: Any threats of harm to a student's self or others are taken very seriously. Anyone making verbal or physical threats or causing harm to self or others will be referred immediately to the local law enforcement authorities. Any student who has behaved violently and/or deliberately caused harm to self or others while on campus will be immediately expelled from Mid-Metro Academy **without refund**. No warnings will be given.

Consequences for Violations of Code of Behavior

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

Second offense: The Mid-Metro Academy instructor or director 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 apologize 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 or director 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.