

# Midwest Academy

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## 2023-2024 Family Handbook



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# Midwest Academy

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## 2023-2024 Family Handbook

### Scope and Intent of the Handbook

This handbook will provide students and parents or guardians with a brief summary and overview of the general policies of Midwest Academy. Please read it thoroughly and retain it for future reference. The primary purpose of this handbook is to promote an understanding of Midwest Academy's student policies and procedures and consistency in their implementation. Neither this handbook nor any other Midwest Academy document confers any contractual right. This handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies, which may have been issued on the subjects covered in this handbook. Midwest Academy reserves the right to interpret the policies in this handbook and to deviate from them when, in its discretion, it determines it is appropriate to do so.

### Changes in Policies

Midwest Academy expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, or rules stated in this handbook or in any other documents at any time and for any reason. No oral statements or representations can in any way alter the provisions of this Handbook. Changes will be effective on dates determined by the Head of School and students and/or parents or guardians may not rely on policies that have been superseded. If students and/or parents or guardians are uncertain about any policy or procedure, please check with the Head of School.

### Vision Statement

Midwest Academy is an intentional education community serving students in grades 3-12 with ADD/ADHD, language-based learning differences, high-functioning autism, and processing challenges. This school is designed to develop academic achievement, self-acceptance, and personal accountability.

### Our Mission

We offer our students a small, engaging educational setting, an inspiring progressive curriculum, and a culture focused on the development of the whole child.

### Motto

Engaging Minds. Inspiring Futures.

### Philosophy of Education: Progressive Education

Our philosophy is based on the belief that a progressive education focuses on the whole child. The social and emotional welfare of each individual student is just as important as their academic progress. Here at Midwest, we focus on strengthening our relationships with our students by developing more personal connections with them. We do not utilize traditional paper-and-pencil homework and tests as frequently as in some schools. Our students demonstrate their knowledge, understanding of concepts, and application of skills through projects, presentations, experiments, and discussions. We encourage students to express their interests through the use of these activities and by giving them more choices to demonstrate their learning. Student interests are incorporated into planned lessons whenever possible. Accessing affinities in this way promotes personal connectivity to concepts taught in the classroom.

Involving students in community service activities is a very important aspect of our school culture. Through service days, students realize they are something greater than themselves and feel empowered by helping those in need. Several times throughout the school year, we volunteer our time and service to local organizations, integrating these activities into the curriculum. Social justice, respect for other people and cultures, as well as caring for our fellow citizens is an aspect of the school's culture that promotes citizenship and positive participation in a democratic society.

We believe this way of learning is beneficial to our students because they are out of their chairs, they are moving, and they are actively engaged. This approach also focuses on each student's strengths and interests. In this way, we develop skills and intellect and foster a lifelong love of learning.

#### Our Promises

As a student-centered institution dedicated to delivering a progressive education, Midwest Academy promises to:

**Create a learning community in which students feel accepted.**

We create an environment in which it is safe to try, to err, and to succeed. Our family-like environment incorporates a sense of belonging and acceptance, facilitating personal achievement both in and out of school.

**Engage students in a holistic and developmentally appropriate manner.**

We focus on intellect, emotions, and interpersonal skills through engagement in active learning in every lesson while the counseling staff facilitates and promotes prosocial interactions at each stage of human development.

**Employ deep, authentic teaching practices, inclusive of student interests.**

We use a process-over-product approach, focusing on complex higher-order thinking. Students are encouraged to reflect upon and apply their learning to relevant, real-world situations. We facilitate curiosity, encouraging students to participate actively in the selection and direction of projects, assignments, and classroom activities.

**Integrate multiple disciplines into lessons and learning programs.**

We bridge gaps between, and among, subjects. By making connections between disciplines students envision how academic subjects and topics relate to each other.

**Emphasize the arts through classroom integration.**

We foster the influence of fine arts in numerous subjects - literature, science, social studies, and mathematics. The design and presentation of meaningful products are found in every class. Students are encouraged to be inventive and creative in their self-expression. They are also urged to observe and reflect on learning experiences, promoting discernment, and synthesis of new knowledge into their individual understandings.

**Assess growth by means concurrent with stages of human development that are data-informed, not data-driven.**

We teach based on diagnostic pre-assessment of student abilities. Further assessment is conducted through the use of standards-based grading, encouraging instruction rooted in the development of skills

**Engage students in a holistic and developmentally appropriate manner.** We focus on intellect, emotions, and interpersonal skills through engagement in active learning in every lesson while the counseling staff facilitates and promotes prosocial interactions at each stage of human development.

**Promote acceptance of cultural differences and responsibility for world citizenship.**

We ask students to think beyond themselves and develop within them a sense of social justice, responsible citizenship, environmental conservation, cultural acceptance, and a desire to help those in need of assistance. We promote these ideals through our extensive global awareness and community service programs.

**Foster within each student an enduring inquisitiveness and desire to learn.**

We inspire students to use their sense of wonder, imagination, and curiosity to understand the “why” of what they study, encouraging learning to continue well beyond the classroom.

#### Who We Serve

Our students are intelligent young people who have found it difficult to thrive in a traditional schooling environment. Many of our students struggle with complex learning situations stemming from language/sensory processing differences or social skill challenges. They need a small class size, more individualized attention, and accommodations that a smaller environment provides.

Populations served generally include, but are not limited to, students diagnosed with ADD/ADHD, high-functioning autism, various learning disabilities, and those students with neuro-typical traits whose learning styles benefit from a smaller classroom environment. Some of our students simply have the desire to learn in a more personal environment with a progressive curriculum that is student-centered, vigorous, and yet not driven by state testing requirements.

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#### Leadership Team

|                |   |                     |
|----------------|---|---------------------|
| Kevin Gailey   | Head of School                          | kgailey@mymwa.org   |
| Katie Erdmanis | Assistant Head of School                | kerdmanis@mymwa.org |
| Becky Johnson  | Assistant Head of School                | rjohnson@mymwa.org  |
| Chelsea Baker  | Director of the Middle School           | cbaker@mymwa.org    |
| Chad Inman     | Director of Safety and Special Programs | cinman@mymwa.org    |
| Jean Coffman   | Director of Business and Operations     | jcoffman@mymwa.org  |

#### Admissions

Midwest Academy is dedicated to creating an environment, which promotes the education of divergent thinkers regardless of social/socioeconomic status, race, religion, sexual orientation, or gender identity. Midwest Academy does not serve students who use illegal substances, have severe behavioral issues, are involved in illegal activity or have been expelled from other schools. We believe that our school is made better by celebrating differences as well as commonalities. Midwest Academy strives to provide students with the opportunity to learn in a safe and rewarding environment.

**Middle School Placement** is determined for each student based on their academic and social/emotional progress. In the middle school, students are placed into one of four groups.

- A Group- based in 7/8th grade standards
- B Group- based in 6/7th grade standards
- C Group- based in 5/6th grade standards
- D Group- based in 3rd-5th grade standards

**High School Placement** is determined for each student based on their academic readiness, social/emotional need, and diploma requirements. There are several paths for students to take in their progress toward either a general or college prep diploma, including both 4-year and 5-year options. Students may also take a mix of middle school and high school classes based on their academic needs as part of our hybrid program. These options may include the following courses, based on student need:

- English Lab - This course is for high school students who need extra support to prepare them for the English 9 curriculum. This is credited as an elective High School course that is part of a 5-year or hybrid program, not an English credit..
- Two-Year Algebra - This course is for high school students who need to take the Algebra I curriculum at a slower pace. The Algebra I course content is taught over a two-year period to allow for extra practice with each concept. This course can be part of either a 4-year or 5-year plan.

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#### 2023-24 School Calendar

The most current version of our school calendar can be found on our website: <https://www.mymwa.org>

#### Extended Closure of Facility

In the event of an extended school closing of the facility as a result of a condition outside of the control of the School (e.g. meteorological catastrophe, pandemic, or pervasive health emergency), as determined by the School in its sole discretion, the School will take reasonable steps to continue to provide educational services, as determined by the School in its sole discretion. Classes may be provided via distance learning or through other alternate means, such as a revised school schedule or calendar.

#### Class Schedules

Schedule and/or remote learning changes may be made at the discretion of the school as necessary.

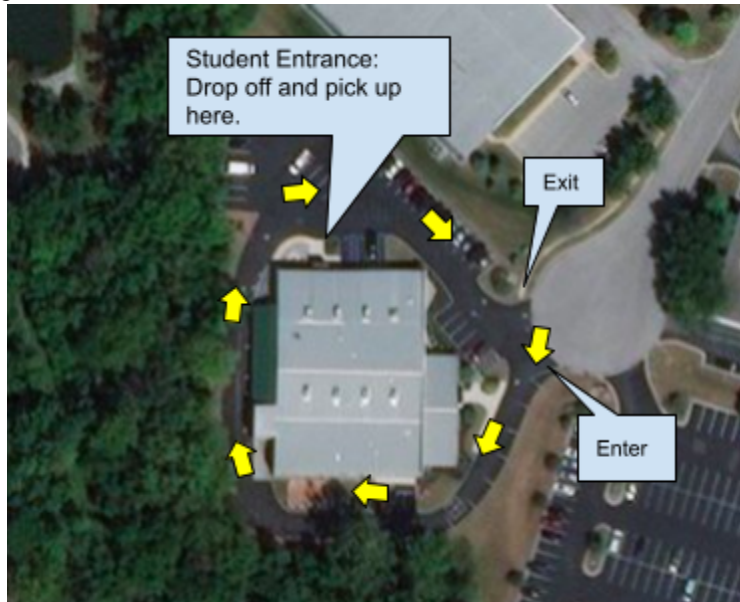
| Middle School Schedule |              | High School Schedule |            |
|------------------------|--------------|----------------------|------------|
| Time                   | Period       | Time                 | Period     |
| 8:10-8:30              | AM Mentors   | 8:30-9:20            | 1st Period |
| 8:30-9:20              | 1st Period   | 9:20-10:10           | 2nd Period |
| 9:20-10:10             | 2nd Period   | 10:10-10:20          | Break      |
| 10:10-10:20            | Break        | 10:20-11:10          | 3rd Period |
| 10:20-11:10            | 3rd Period   | 11:10-12:00          | 4th Period |
| 11:10-12:00            | 4th Period   | 12:00-12:30          | Mentors    |
| 12:00-1:00             | Lunch/Recess | 12:30-1:00           | Lunch      |
| 1:00-1:50              | 5th Period   | 1:00-1:50            | 5th Period |
| 1:50-2:40              | 6th Period   | 1:50-2:40            | 6th Period |
| 2:40-3:00              | PM Mentors   | 2:40-3:30            | 7th Period |
| 3:00                   | Dismissal    | 3:30                 | Dismissal  |

#### Before and Aftercare

Parents/Guardians may drop off students beginning at 7:30 am. There is no charge for before care. Midwest Academy offers an Aftercare Program until 5:30 pm for those students who need to stay after the carline pick up. Please go to our website > MWA Parents > Before & Aftercare to review our program and associated costs. Late pick-up fees will be added at the rate of \$1 per minute and frequent tardiness may result in removal from the aftercare program.

**Drop-Off and Pick-Up Procedures**

Middle school begins drop off at 8:00 am; high school drop off begins at 8:20 am. Please stay to the left. The drop-off procedure will be structured as follows:



- Always drive **CLOCKWISE** around the building between 7-9 am and 2-4 pm.
- Pull into the driveway at 1420 Chase Court.
- Please do not turn right into the parking lot during drop-off and pick-up times.
- Drive straight ahead past the office entrance, leaving the school on your right.
- Circle around behind the school – please be cautious.
- As you come around the back side of the school, the student entrance will be on your right side. Please stay to the right.
- Please have students exit on the passenger side of your car and avoid students having to walk between cars.
- Please do not pass other cars unless a staff member directs you to do so.
- Proceed with caution straight past the building and you will find yourself at the front of the building.
- Please, no cell phone use while in line.
- Exit onto Chase Court with care – other traffic does not stop.

Pick-up procedures will follow the same pattern as listed above at 3:00 for middle school and 3:30 for high school. Staff will direct cars during pick-up time in the afternoon. Please do not ask your child to leave by an exit other than the carpool door.

**Student Drivers**-Please see the Day Student Driving Permission Form and return signed to the main office.

**Progress Reports and Conferences**

Progress reports are issued at the midpoint of each grading period and at the end of each semester. Mid-semester reports are utilized to inform parents/guardians and students of progress only. End-of-semester reports are entered into student files as permanent grades.

Student-led conference days are planned each semester during the school year to discuss each student's progress and explain the report card. Please see the school calendar for dates. Participation in conference days is expected of all families. Additional conferences will be scheduled with families as necessary.



Standards-Based Grading

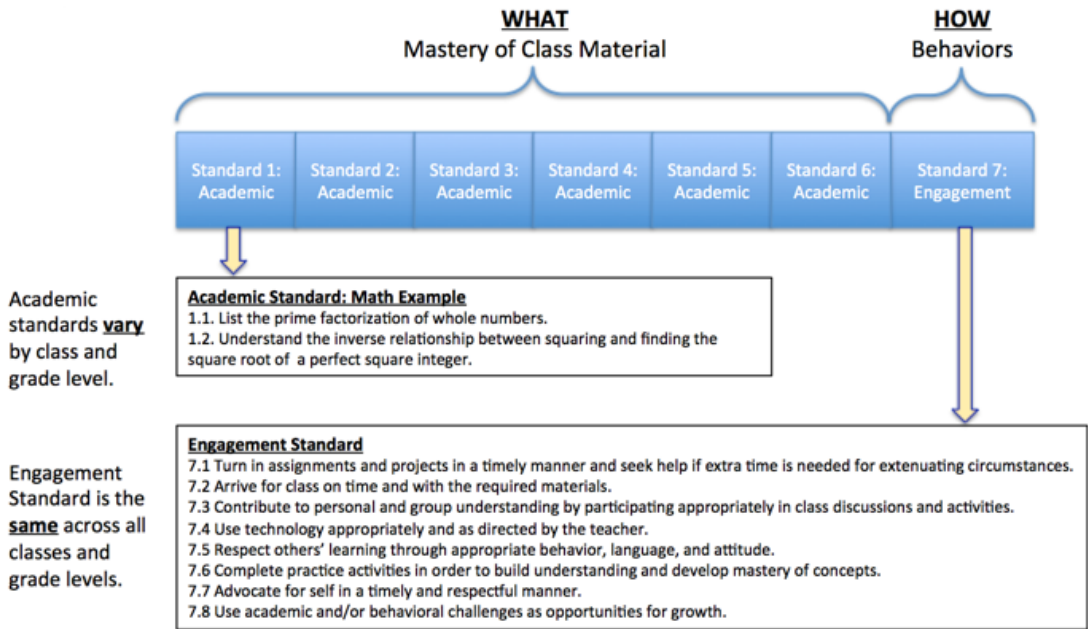
Midwest Academy employs Standards-Based Grading, which is based on student mastery of the class material and engagement in learning. This reflects the Midwest Academy mission to make student learning, and in turn grading, more meaningful. In Standards-Based Grading, students receive a numerical score of 0-4 for each standard, which represents an objective, that an assignment or assessment covers. Most assignments and assessments include multiple standards. The teacher provides the measurement standards students need to achieve for each score in a rubric prior to each assignment.

Standards-Based Grading Rationale

- Makes grades more meaningful
- Helps teachers adjust instruction (e.g., does a whole class need a concept re-taught?)
- Motivates students to work toward progress instead of immediate perfection, as they can re-submit work for better grade
- Eliminates issues with percentage grades (e.g., Zeros for missing assignments can damage a student’s grades irreparably, 0-60 is a large margin for failing, etc.)
- Accurately shows the strengths and weaknesses of the student

Standards Based Grading and the Engagement Grade

The Engagement Grade is included as a weekly engagement score and sometimes also as a standard within an assignment, such as working with a partner. The purpose of the Engagement Grade is to hold students accountable for their personal engagement in class and to identify weaknesses so that strategies can be put into place to help each student develop these important life skills. While the tracking and incorporating of this grade is very important for student growth and development, the Engagement Grade only constitutes a small portion of each student’s overall grade for each class.



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#### Standards-Based Grade Scale

The following table helps describe the Standards-Based score in terms of academic performance:

| Score | Defined Academic Performance   |
|-------|--|
| 4.0   | The student demonstrates an in-depth understanding of the material by completing advanced applications of the material for the class.                                      |
| 3.0   | The student has mastered the complex, targeted knowledge and skills for the class.   |
| 2.0   | The student understands the foundational material that supports the targeted learning, but is still working to master the complex material for the class.                  |
| 1.0   | The student is able to demonstrate an understanding of the foundational material for the class with help from the teacher, but still struggles when working independently. |
| 0.0   | Even with assistance from the teacher, the student shows no understanding of the material.   |

*\*The intermediate scores of 0.5, 1.5, 2.5, and 3.5 are used to show that a student has shown partial mastery of the next level of learning.*

#### Middle School Grading Scale

In middle school, each numerical score correlates to a mark labeled Beginning, Developing, or Proficient. It is the goal for all students to build greater mastery or proficiency throughout the year.

| Score     | Defined Academic Performance |
|-----------|------------------------------|
| 4.0 – 3.0 | Proficient                   |
| 2.9 – 1.1 | Developing                   |
| 1.0 – 0.0 | Beginning                    |

#### High School Grading Scale

In high school, each numerical score is converted to traditional letter grades (A-F), as these letter grades are required for college admittance. It is the goal for all students to build greater mastery or proficiency throughout the year.

| Letter Grade: Score Range | Letter Grade: Score Range | Letter Grade: Score Range |
|---------------------------|---------------------------|---------------------------|
| A: 3.9 – 4.00             | B-: 2.7 – 2.9             | D+: 1.3 – 1.6             |
| A-: 3.7 – 3.8             | C+: 2.3 – 2.6             | D: 1.0 – 1.2              |
| B+: 3.3 – 3.6             | C: 2.0 – 2.2              | D-: 0.7 – 0.9             |
| B: 3.0 – 3.2              | C-: 1.7 – 1.9             | F: 0.0 – 0.6              |

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#### Diploma Requirements

Students are required to earn a minimum of 48 credits to graduate. Most students earn 56 credits upon graduation. Each semester course is equivalent to one unit of credit unless otherwise indicated on the transcript.

Midwest offers two diploma tracks. The first is a College Preparatory Diploma parallel to the Core 40 Diploma awarded by the State of Indiana. This program prepares students for admittance to institutions of higher education.

The second diploma offered is a General Diploma similar to the General Track pursued in Indiana Public Schools. This program prepares students for enrollment in community colleges, technical schools, and transition to work. Midwest Academy does not offer Certificates of Completion.

Our faculty tracks each high school student's progress toward a degree on a semester-by-semester basis. Conferences are held with students and their families frequently to discuss progress and degree options. Beginning in late middle school, conversations are held regarding diploma track placement.

| Midwest Academy<br>Graduation Requirements |  |                      |  |                  |
|--|--|----------------------|--|------------------|
| SUBJECT                                    |  | COLLEGE PREP DIPLOMA |  | GENERAL DIPLOMA  |
|  |  | REQUIRED CREDITS     |  | REQUIRED CREDITS |
|  |  |                      |  |                  |
| ENGLISH                                    |  | 8                    |  | 8                |
| MATH                                       |  | 6                    |  | 4                |
| SCIENCE                                    |  | 6                    |  | 6                |
| SOCIAL STUDIES                             |  | 6                    |  | 6                |
| HEALTH                                     |  | 1                    |  | 1                |
| PHYSICAL EDUCATION                         |  | 2                    |  | 2                |
| STUDY SKILLS                               |  | 2                    |  | 2                |
| LIFE LESSONS                               |  | 1                    |  | 1                |
| TURNING POINT                              |  | 1                    |  | 1                |
| CAPSTONE: SENIOR<br>SEMINAR                |  | 1                    |  | 1                |
| FOREIGN LANGUAGE                           |  | 4                    |  | Optional         |
| ADDITIONAL<br>CORE/ELECTIVES               |  | 10 to 18             |  | 16 to 24         |
| <b>TOTAL</b>                               |  | <b>48-56</b>         |  | <b>48-56</b>     |

#### Letters of Recommendation

Midwest Academy is happy to provide letters of recommendation for current and graduating students. Requests should be made directly to the student's division head in High School or Middle School.

#### Transition Planning

Every parent or guardian wonders what life will be like for their child after high school. This is where transition planning begins. Transition planning promotes goal development for life after high school and begins the planning process necessary to achieve those goals.

Students become engaged in their transition plan beginning in their final year of Middle School. During this year, students meet with the counseling team, teachers, and students to better understand High School expectations both academically and socially. Students visit High School mentor groups during the spring semester and visit classes during a shadow day. Families meet with staff to develop each student's individual transition plan.

Over the course of their High School career, students complete Study Skills, Life Lessons, Turning Point, and Senior Seminar. These courses are designed to help students identify their interests, skills, and strengths, as well as a wide variety of opportunities for their future endeavors. Students will complete career cluster assessments, mock interviews, and have the opportunity to participate in a Reverse Job Fair.

For many students, long-range objectives include continuing their education through additional training or college courses. Depending on the student's interests, they may also participate in Midwest-led visits to colleges, college preparatory classes offered at Midwest, individualized job shadowing opportunities, and internships.

Students, teachers, our counseling team, and parents or guardians all provide input into transition discussions across each student's career at Midwest. During the spring semester of students' junior year, families are invited to attend a transition meeting to discuss the process and possibilities available for their student. Throughout their senior year, students and families meet with the transitions coordinator to identify opportunities and solidify plans for students after graduation. Finally, all graduating students engage in a meeting with the Head of School to present their future plans prior to graduation to ensure that each graduate is prepared for their next steps.

We also help families connect with additional resources to support students after high school:

- Pre-employment Transition Services
- Vocational rehabilitation services
- Support groups for young adults
- Local transition support services
- SSI and/or Medicaid information
- ISP/IEP in higher education setting
- Our Postgraduate Program
- Contacts for disabilities services at local universities
- Midwest alumni
- Internships

#### BOOST Remediation

The Boost Program provides remediation services to students with gaps in their foundational knowledge, specifically in reading and math. Boost is designed to give students the baseline knowledge and skills required for success in and beyond the classroom.

All students are assessed upon entrance to Midwest Academy. Teachers may also refer a student for assessment during the year if needed. Based on the results, Boost staff will determine the appropriate placement. This may include participation in small group Boost sessions to improve specific skills. Boost sessions occur during a portion of class to ensure students do not miss a full period.

When a student has reached mastery level of the material in their Boost group, they will either be promoted to a higher group or will exit the program. Teachers incorporate frequent formative assessments into Boost sessions to monitor progress. The goal for each student is to receive the skills necessary to no longer require Boost services.

**Mentors**

A mentoring relationship between staff and students is an important part of the culture at Midwest Academy. Each staff member meets with a small group of students on a daily basis to work on social and executive functioning skills, mindset, and transition planning:

| EXECUTIVE FUNCTIONING  | GROWTH MINDSET  | TRANSITION PLANNING  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Team building</li><li>• Communication</li><li>• Organization</li><li>• Task management</li><li>• Time management</li><li>• Problem solving</li></ul> | <ul style="list-style-type: none"><li>• Responsibility/accountability</li><li>• Social awareness beyond self</li><li>• Community service</li><li>• Positive thinking</li><li>• Grit &amp; determination</li><li>• Building on one's strengths</li></ul> | <p>Preparing for and managing transitions:</p> <ul style="list-style-type: none"><li>• From middle school to high school</li><li>• After high school</li></ul> |

To help teach the concept of “respect for others,” which crosses elements of executive functioning, developing effective mindset, and successful transitions, we discuss and reinforce Effort, Cooperation, and Kindness – behaviors that demonstrate respect. We refer to these behaviors as “E.C.K.” By being more concrete in referring to specific behaviors and characteristics, we help students develop and foster a sense of respect for self, for others, and for the community in general.

Mentors help students set both short-term and long-term goals, as well as help students prepare for two student-led conferences per year. Also, each mentor group works as a team performing community service throughout the year.

Through all of these experiences, mentors develop a strong relationship with their students and become the primary contact person if a student struggles – academically or socially. The mentor stays in contact with other staff members to monitor their students’ levels of progress and communicates with parents or guardians regularly. Feedback received from parents or guardians and students makes it evident that the mentor becomes a vital part of educational and support processes for students during their Midwest experience.

**Prescription Medication Policy**

Please read the following information carefully and note the changes from previous years. All medications must be brought in by a parent or guardian and the correct forms must be completed to allow a student to receive medication at school. These policy changes are designed to protect our students and provide the safest environment for them.

If your child needs to take prescription medication during school hours, you are required to complete a ***Prescription Medication & Hold Harmless Release Form***. All medications, *prescription and over-the-counter*, must be brought in by a parent or guardian and can only be released to a parent or guardian unless an *Authorization to Carry* with the physician’s signature is in place.

EACH prescription requires the completion of its own form before medication is allowed on school property and can be administered at school. Prescription medications must be in the ORIGINAL container with a pharmacy label indicating your child’s name, medication name, and dosing information. Upon request, your pharmacy may be able to generate a duplicate container/label.

All medications, except those with an ***Authorization to Carry***, will be secured in and dispensed from the nurse’s office. If there are ANY medication changes, either in type or dosage, it is the responsibility of the parent or guardian to re-submit this form to the school. If the medication is to be terminated, the parent or guardian must notify the school by phone or provide a written and dated withdrawal of consent.

#### Non-Prescription Medication Policy

Ibuprofen, Tylenol, Benadryl, and Tums are stocked by the school and provided to the students as needed with written authorization from the parent or guardian: **Over-the-Counter Medication Authorization Form**. Any other over-the-counter medication that must be dispensed while at school must be accompanied by a note indicating the dosage to be dispensed and should come in the original container with your child's name written on the container. All medications must be kept in the nurse's office.

Basic First Aid supplies, bandages, saline eye drops, antibiotic ointment, etc. are also stocked at the school and will be used as needed.

#### Immunization, Registration and Enrollment Forms

Midwest Academy requires proof of state-mandated immunizations prior to enrollment. Please submit enrollment, registration, and immunization records, which are required prior to the first day of class.

#### Medication Change Policy

Please read the following information carefully and note the changes from previous years. All medications must be brought in by a parent or guardian and the correct forms must be completed to allow a student to receive medication at school. These policy changes are designed to protect our students and provide the safest environment for them.

If your child needs to take prescription medication during school hours, you are required to complete a ***Prescription Medication & Hold Harmless Release Form***. All medications, *prescription and over-the-counter*, must be brought in by a parent or guardian and can only be released to a parent or guardian unless an *Authorization to Carry* is in place.

The staff of Midwest Academy strives to create open and positive partnerships with parents or guardians in many regards. This includes discussion about medication regimens and any changes thereof. In order to best serve the individual as well as all of the students within our community, all changes in medications or dosages after the date enrollment is offered must be conducted in conjunction with the prescribing physician and disclosed to Midwest Academy staff prior to making changes. If the prescription, dose, or timing of the medication changes, please contact the school and complete a new form that represents this change. If your child has to change, discontinue, increase, or decrease the dosage of a medication, we ask parents or guardians to do the following:

1. Notify Midwest staff at least two weeks prior to a medication change.
2. Disclose any potential adverse effects that have been discussed with the prescribing physician.
3. Submit any observation forms requested by prescribing physicians.
4. Meet with staff to develop a plan and discuss the potential changes in mood or behaviors that may result due to the medication change prior to making the change.

#### Attendance/Tardy

##### Notification of Absence, Late Arrival, or Early Dismissal

Please contact the school by calling (317) 843-9500 or sending an email to [attendance@mymwa.org](mailto:attendance@mymwa.org) no later than 8:10 am (Middle School) or 8:30 am (High School) if your student will be:

- Absent
- Arriving late (Middle school must enter through the front doors after 8:10 am)
- Leaving early (for an appointment or other reason)

Your student's safety and security on campus is VERY important to us. We care about your student. If we have not received notification from you, our staff becomes concerned if your student does not arrive or is missing from class. Please respond to all attendance inquiries as soon as possible. School attendance is vital to the success of every child's education. If your child is absent for more than three days, we may request that a doctor's note is provided to excuse the absences. Tardiness will be excused due to doctor's visits, inclement weather, or if the administration deems the tardiness to be excused. Students must

sign in with the front office upon arrival. Excessive tardiness and absences may result in disciplinary action or dismissal from the school.

#### Coming Home Due to Illness

No student will be sent home from school for illness unless the school has first contacted a parent or guardian. If your student is ill, parents or guardians should pick up their student as soon as possible. The school must receive written permission from a parent or guardian for student drivers to drive themselves home. Students who leave school due to illness are not eligible to participate in that day's after-school activities. A staff member will need to speak directly to a parent or guardian to assess the situation and will make a determination regarding sending the student home. Please do not communicate directly via cell phone with your student. Students will be required to meet with individual teachers upon their return to collect missing work. Any student with a fever of 100°F or higher may not return to school for a minimum of 24 hours. Other measures may be taken by the school based on the recommendations of state/local health departments, CDC, and W.H.O.

#### Illness Policy

To prevent widespread illness in the school please follow the policy below.

To decide whether or not to send your child to school, please do not send your child to school if they have:

- Fever in the past 24 hours without fever-reducing medications
- Vomiting in the past 24 hours from the last occurrence not controlled by medication and without fever
- Diarrhea in the past 24 hours from the last occurrence not controlled by medication and without fever
- Chills
- Sore throat
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold (with a very runny nose or bad cough, especially if it has kept the child awake at night)
- Head lice (until your child has been treated)
- Conjunctivitis (Pink eye)
- Communicable disease

**In order to prevent the spread of disease if our child has a fever of 100°F or more it may indicate a more serious illness. Your child must be fever free without fever-reducing medication for a minimum of 24 hours. A child who has been vomiting or has diarrhea should remain at home until they are "symptom-free" for a minimum of 24 hours or longer. A child who has started antibiotics needs to be on medication for 24 hours or longer before being considered non-contagious and able to return to school.** Often when a child awakens with vague complaints (the way colds and flu often begin) it is wise to observe your child at home for an hour or two before deciding whether or not to bring them to school. Your child should also be physically able to participate in all school activities on return to school.

#### Release of Students

The following procedures offer appropriate safeguards in the interest of the health and safety of our children during the school day as well as during after-school activities.

- If a student becomes ill at school, a parent or guardian must immediately return to school to pick up their child.
- At dismissal, non-driving students are released from school ONLY to their parent(s) or guardian(s) or to persons authorized by their parent(s) or guardian(s).
- Parent(s) or guardian(s) must authorize alternate forms of transportation for their student in writing prior to dismissal.
- In case of illness or emergency, a child is sent home only with a parent or guardian or with another authorized adult. Students who drive will be held at school until a parent or guardian permits an early release.
- If a student must leave school during school hours for any reason other than illness, a parent or guardian must notify the school by phone or note by 8:30 a.m.
  - **Please call the office to let staff know you have arrived to pick up your student and a staff member will walk your student out to you. Please allow for enough time for staff to retrieve your student from their class.**

- o Parents or guardians dropping off students and students who drive must sign out at the main office before being excused and sign in upon return.

#### **School Delays and Cancellation**

In case of severe weather, Midwest Academy may delay the start of school or cancel classes. If weather conditions are severe enough to cause the delay or cancellation of school, Midwest Academy will notify families by:

- Posting an alert on our school website,
- Sending a mass email to families,
- Notifying local TV news organizations, AND
- Sending a text message to parents or guardians who have opted into text messaging for emergency messages in our Learning Management System (Alma)

Since Midwest Academy does not provide bus transportation, there will be times when Midwest will not close even though local public schools close due to the effect the cold weather has on buses.

In the event that school is not canceled during inclement weather, **please use your best judgment to determine if it is safe to travel to school.** If you feel it is safer to stay home, please alert the school, and your child's absence will be excused.

#### **Fire and Tornado Drills**

Fire and tornado drills are conducted for our students' protection. When the fire alarm sounds, all students are to evacuate the building in a quiet, prompt, and orderly manner. When a tornado drill is called, students should follow the designated procedures. Students will be held at the school during tornado warnings and there may be an early or delayed release due to inclement weather. Each classroom has instructions for exiting the building.

#### **Intruder Drills**

Midwest Academy conducts periodic intruder drills with the goal of keeping our students safe and secure while being mindful of the sensitivity involved in this type of drill. Through consultation with the Carmel Police Department, we have established a drill procedure that enables us to implement a safe, calm, and controlled practice.

#### **Weapons, Illegal Drugs, etc.**

Possession and/or use of any weapons, illegal drugs, etc., in the school building, on school grounds, in any school vehicle, or at any school-sponsored or approved activity, is strictly prohibited.

Whenever a school administrator can reasonably presume that a student possesses a weapon, illegal drugs, etc. the administrator may, at their discretion, conduct an unannounced inspection of the student's locker, desk, vehicle, the pockets of the student's clothing, purse, gym bag or other item belonging to the student. Any search by an administrator will be reasonably related to the objectives of the search, and will not be excessively intrusive. A student found to have in their possession any weapon, illegal drugs, etc. will have that item confiscated and will be subjected to school discipline, which may result in suspension and/or expulsion.

In any case in which there is a possible violation of a criminal law, which relates to the possession of drugs, a weapon, etc. the school administration will work cooperatively with police, prosecutors, and other law enforcement authorities.

#### **Tobacco Policy**

It is the policy of Midwest Academy that no form of tobacco including vaping is allowed on school property at any time. This includes vehicles on school property and in the near vicinity.

#### **Substance Abuse, Tobacco Policy & Testing Procedures**

The following rules represent Midwest Academy's (the "School") policy concerning substance abuse. They will be enforced uniformly with respect to every student. Every parent or guardian of a Midwest Academy student is required to sign the Substance Abuse Policy and consent to random drug testing as a condition of admittance to the school.

1. All students are prohibited from being under the influence of any illegal substances.



2. The use, sale, possession, manufacture, transfer, or purchase of illegal substances or alcohol on school property is strictly prohibited. Such action will be reported to appropriate law enforcement officials and will result in disciplinary action up to and including expulsion.

**Substance Abuse, Tobacco Policy & Testing Procedures (continued)**

3. Any student who commits an unlawful act on or off school premises or whose conduct discredits the school in any way will be subject to discipline up to and including expulsion.
4. No prescription medication will be brought on school premises by any person other than the one for whom it is prescribed, other than the student's parent or guardian. Such medications will be used only in the manner, combination, and quantity prescribed. The parent or guardian of a student who is taking prescription drugs shall inform the school in writing of a student's need for prescription drugs, the name of the prescription drug, and the prescribed use. The medication will be kept in the nurse's station and may only be dispensed from the office.
5. Midwest Academy reserves the right to conduct random drug screening at any time during the school year. Students may be required to take a test at any time to determine the presence of drugs, narcotics, or alcohol. Testing positive for drugs or alcohol will result in disciplinary action up to, and including, expulsion.
6. Every student will be required, in response to probable cause on the part of Midwest Academy personnel, to submit to a search of any vehicle, pocket, package, purse, backpack, briefcase, lunch box, or any other container brought on the school's premises or brought to a school function. The school also reserves the right to search any desk, locker, or other stationary container provided to the students by the school. The school also reserves the right to search a vehicle driven by a student parked off campus or parked at the Off The Wall parking lot.

*Parents or guardians are required to sign a form on an annual basis stating the following:*

*"I understand, agree, and consent to allow my child to undergo substance (a drug or alcohol) screening of their urine, breath, saliva or otherwise. I understand if a student is found to be in violation of the Midwest Academy Substance Abuse Policy or if the student fails to comply with a drug testing request, this will lead to disciplinary consequences up to and including expulsion from school. I hereby authorize any physician, laboratory, hospital, or medical professional retained by the school to both conduct such screening and provide the results to the school. I release the school or any person affiliated with the school and any such person or institution from liability."*

**Anti-Bullying Policy**

It is the policy of Midwest Academy that any form of bullying behavior, whether in the classroom, on school property, at school-sponsored events, or via electronic means is expressly forbidden (on or off campus). While a student is enrolled at Midwest Academy, any bullying behavior outside of school and during off-school hours is unacceptable and subject to involvement by the Heads of School.

"Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Any student who believes they have been the victim of bullying may report the matter to any teacher or administrator of the school. Parents or guardians of students may also contact the school if they suspect their child is a victim of bullying. Once a student or parent or guardian has informed the school of an instance of bullying, school staff will investigate the matter. If it is determined that bullying has occurred, the appropriate school administrator will take appropriate action, up to and including suspension or dismissal from school.

### **Gender Identity Policy**

The purpose of this policy is to foster an educational environment that is free from discrimination for all employees and students, regardless of sex, sexual orientation, gender identity, or gender expression.

#### **Privacy/Confidentiality**

All employees and students may keep their gender, neutral gender, transgender, or gender diverse status private at school, except for information that may be required by School staff for legitimate educational purposes or may be legally required. The fact that an employee or student chooses to disclose their neutral gender, transgender, and gender-diverse status to others does not authorize others to disclose other medical information about the employee or student. (See “Student Transitions” below.)

#### **Official Records**

The School will maintain a record that includes a student’s legal name and legal gender in the student’s permanent file. However, to the extent that the School is not legally required to use a student’s legal name and gender on school records or documents, the School will use the name and gender preferred by the student. The School will change a student’s official record to reflect a change in legal name or gender upon receipt of documentation that such change has been made pursuant to a court generated, document – writ, order, etc. - or through amendment of state or federally-issued identification. (School IDs, for example, are not legal documents and should use the student’s preferred name.) In situations where the School’s staff or administrators are required by law to use or to report a neutral gender, transgender, or gender diverse student’s legal name or gender, such as for purposes of standardized testing or to enable communications with the student’s medical provider, school staff and administrators will comply with said laws.

#### **Names and Pronouns**

Every student will be addressed by a name and by a pronoun that corresponds to the student’s gender identity. A court-ordered name or gender change is not required, and the students need not change their official records. To prevent teachers from becoming uncertain about how to address a student, at the beginning of the school year the administration will privately ask neutral gender, transgender, or gender diverse students and their families how they want to be addressed in class, in correspondence to the home, or at conferences with the student’s parents or legal guardian.

#### **Physical Education Classes and Intramural and Interscholastic Athletics**

All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with gender identity.

#### **Other Gender-Based Activities, Rules, Policies, and Practices**

As a general matter, the School will evaluate, on an ongoing basis, all gender-based activities, rules, policies, and practices, including but not limited to classroom activities, school ceremonies, yearbooks, and school photos. Students will be permitted to participate in any such activities or conform to any such rule, guidelines, or practice consistent with their gender identity, including health classes and field trips.

#### **Dress Code**

Students and staff may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the school. School staff shall not enforce the School’s dress code more strictly against neutral gender, transgender, or gender-diverse students than other students. Students will be permitted to wear special attire or costumes consistent with their affirmed gender identity, in such events or activities such as Graduation, performances, plays, musicals, or choir.

#### **Harassment**

Harassment of neutral gender, transgender, or gender-diverse students or staff is unacceptable to Midwest Academy. Reporting of any incidents shall be conducted in the same manner outlined in harassment policies posted in the faculty handbook and the Family Handbook. Please reference these documents as necessary.

### **Reporting Bullying/Harassment**

Midwest Academy is committed to a learning environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

If you feel that you have been subjected to bullying/harassment of any kind, or if you have knowledge of such bullying/harassment, it is your right and responsibility to report this information to a teacher and/or the administration. An investigation will be undertaken and appropriate action will follow. Moreover, reports may be made knowing that they will be held in confidence to the fullest extent possible (recognizing, of course, that some details and/or identities may need to be revealed in order to fully investigate the complaint). Retaliation, in any form, against an individual who exercises their right to make a good faith complaint under this policy or otherwise report violations of this policy is strictly prohibited and will itself be cause for corrective action.

### **Code of Conduct**

#### **Use of Personal Electronic Devices**

Use of personal electronic devices (handheld video game devices, mobile phones, MP3 players, etc.) other than those required by a teacher are not permitted during class. These devices are **not** permitted on the Midwest Academy wifi network. Students in good standing are permitted to use personal electronic devices during lunch and break on days in which this is allowed. If it is determined that an electronic device is being abused or misused either through voice calls, texting, or game playing, it will be confiscated for the remainder of the school day. Please do not text or call your child during school hours. *If a student needs to contact a parent or guardian, or if the parent or guardian needs to contact their child during the school day, the front office should be contacted for assistance.*

#### **Behavioral Expectations**

Midwest Academy has adopted a social mantra E.C.K. (Effort, Cooperation, and Kindness). Midwest students are expected to exhibit these traits. This includes honesty and respect for other students and staff. Bullying, violence (both in action and language), theft, misuse of technology (such as accessing inappropriate images), and behavior that deters from the education of others is not accepted. Consequences for such behavior will be determined by the administration but may include disciplinary action up to and including suspension/chores or expulsion.

Family members are also considered to be part of the Midwest Academy community. It is essential that as members of our community, we hold adult role models to the same standards as our students. Parents or guardians and staff need to participate in direct, positive discourse to meet student needs. Adults who are unable to do so jeopardize the learning of our children. Parents or guardians incapable of comporting themselves in this manner may cause their child to be dismissed from the school.

#### **Dress Code**

Students are expected to be neatly dressed and clean at all times. Clothing, which detracts from the learning environment, will not be permitted. This includes clothing advertising alcoholic beverages or emblazoned with objectionable writing or graphics. Shorts and skirts need to be of an appropriate length - determined by the Midwest Academy Staff. Tank tops and midriff-baring tops are not permitted. Sleeveless shirts (not tank tops) are permitted. Items, such as hats, with headphones or other incorporated technology will not be allowed unless approved by Midwest Academy staff. Students not dressed appropriately may be asked to change. Any and all interpretations of this policy are left to the discretion of the Midwest Academy administration.

#### **Homework Postings Online**

At Midwest, homework is assigned when it is relevant and applicable to concepts students are learning in class. We do not believe in assigning homework for the sake of busy work.

Homework should be able to be completed in a reasonable amount of time, relevant to grade-level progression. In middle school, 20 minutes of math practice and 20 minutes of reading are commonly assigned.

## **Midwest Academy**

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### **2023-2024 Family Handbook**

Teachers electronically post all homework assignments online through our secure learning management system by 5:00 pm daily. Students and parent(s) or guardian(s) can seek clarification regarding assignments through the online system or by emailing teachers.

Students and parents or guardians can log into their personal accounts via encrypted usernames and passwords to view their assignments. Their login and password information is the same as those used with school technology. Midwest Academy staff is able to look up login information and provide this information to parent(s) or guardian(s) at any time

#### **Extracurricular Activities**

Midwest Academy offers an evolving list of extracurricular activities and clubs that meet throughout the year. Offerings vary each year based on student interest and available leadership. Information is communicated to students and parent(s) or guardian(s) for social activities, clubs, and camps throughout the year through our weekly email newsletter, website > Student Life > School Clubs and Facebook postings.

#### **IEPs and ISPs**

An Individualized Education Plan (IEP) serves several purposes within the public school setting. It is documentation of a child's official diagnosis, areas of strength and need, goals and accommodations, and services provided. When a student transitions from a public school to a private school, parent(s) or guardian(s) need to move from an IEP to an ISP, an Individualized Support Plan. This is the non-public version of an IEP.

Since Midwest Academy is located within the Carmel Clay School District, the District supports services to students who attend Midwest. If your child is eligible, these services can include speech therapy, vision support, occupational therapy, academic support, and/or consultation services even if the student resides outside the Carmel Clay School District.

When your child becomes a student at Midwest Academy, we expect families to transition from an IEP to an ISP or to initiate a request for an evaluation. Eligible students should maintain an ISP throughout their time at Midwest Academy.

The key benefits of ensuring each eligible student maintains an ISP include:

- Creating a record of service for your child which enables them to access needed services
- Enabling access to assistive technology equipment to be used at school and/or in the home
- Facilitating accommodations in external test-taking settings, such as the ACT or SAT
- Ensuring communication and consultation between public and private school
- Supporting potential access to student services, assistive technology and other accommodations in postsecondary institutions

Specific instructions on how to initiate the ISP process, depending on your residence, are provided on the following webpage: <http://www.mymwa.org/academics/iep-isp/>

#### **Driver's Education**

Midwest Academy offers Driver's Education in cooperation with the AA Driving School. Students take online coursework that is facilitated by Midwest staff. After coursework is accomplished, a trained AA Driving School instructor will coordinate with students and staff to help each student complete their required driving hours. The contact is with AA Driving School. AAD maintains all responsibility and liability for this program.

#### **Retail Partnerships**

During your next shopping outing, you may be able to raise money for Midwest Academy while making your purchases. A number of retailers offer cash-back donation programs to schools, based on the amount of money spent at each store. Please peruse the following programs and consider enrolling in one. Midwest Academy will reap the benefits of your purchases.

##### **Amazon Smiles**

All you need to do is go to <http://www.smile.amazon.com> and select Midwest Academy – Carmel. For every purchase you make, the AmazonSmile Foundation will donate 0.5% of the price of your eligible AmazonSmile

purchases to Midwest Academy. You will still be shopping from your regular or PRIME Amazon account, and supporting Midwest!

#### **Kroger Earning Plus Learning**

Select Midwest Academy, NPO number 10494, when you register your Kroger Plus Card in the Kroger Community Rewards Program. If you don't have a Kroger Plus Card, you can get one at the customer service desk at any Kroger. If you use your telephone number instead of scanning your Kroger Plus Card at the register, call 800-576-4377, option 4, to get your Kroger Plus number before registering.

#### **Box Tops For Education**

Clip Box Tops from participating General Mills products and send them to school. Each box top is worth money we can use to purchase items for the school. Go to [boxtops4education.com](http://boxtops4education.com) for more information. Also, you can shop online and Midwest Academy will receive a cash donation. On the website, click "find school"; we are listed under Academy Plus.

#### **Internet and Technology Acceptable Use Policy**

**Students are** expected to follow all the guidelines listed and take any additional common-sense precautions to protect the school's technology **resources**. Furthermore, they must be responsible in the use of the school's computers and network and/or their personal device (e.g. tablet or laptop computer) and act in accordance with the mission and expectations of Midwest Academy. Failure to abide by the details of this document may result in financial liability and disciplinary action.

The use of technology is a privilege, not a right. The misuse of technology is subject to regulation, denial, and discipline.

Midwest Academy provides technology to promote communication and support opportunities for educational research and collaborative work. Technology resources and supported devices may include but are not limited to

- School-owned computers, iPads, printers, and other related systems
- Personal laptops and iPads (Providing access to school networks only)
- Internet and WiFi networks
- e-mail
- Audio-visual systems
- Other equipment as it may become available.

For the purpose of this policy, "users" include students, staff, and others using the technology system at Midwest Academy. The most important prerequisite for someone who has access to technology is that **they** take full responsibility for **their** own actions. All terms and conditions as stated are applicable to any "user" using technology, whether it is provided by Midwest Academy or personal property.

#### **Internet and Technology Acceptable Use Policy (continued)**

Security for the network is a high priority. Midwest Academy will make good faith efforts to protect children from improper or harmful content that may be on the Internet. The school uses a filtering system for this purpose. Anyone identifying a security problem on the network should immediately notify Jean Coffman or the IT support staff. Any attempt to bypass the filtering software is subject to disciplinary action.

All users of Midwest Academy's technology facilities and equipment are expected to adhere to the provisions of Public Law 96-517, Section 7(b) regarding copyright software.

Violations of any acceptable use policy may result in disciplinary action as defined below. When and where applicable, law enforcement agencies may be involved. The Head of School, with assistance from Middle School and High School Division Heads, will oversee the enforcement of the policy.

#### **Individual responsibilities for hardware:**

Treat the computer with as much care as possible. Do not leave a device unattended or in a place where damage can occur, such as being left on the floor or on the edge of a table. Return laptops to the designated cart when finished with use.

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Don't eat or drink while using the computer. Keep the computer with you, within your sight, or in a secure place at all times. Unattended equipment, if stolen, is your financial responsibility.

Do not do anything to the computer that will physically alter it. Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover, or plastic casing (for example: placing 'stickers' on the laptop or writing on the laptop). Any alterations could void the warranty, and families will be responsible for the repair or replacement cost. Do not remove or interfere with the serial number or any identification placed on the computer. Do not modify icons, titles of folders, or other labels incorporated into the display saved to a computer. Any damage caused to a school-owned piece of technology will be the financial responsibility of the student's parent(s) or guardian(s).

#### ***Your responsibilities for software and electronic data:***

The student is responsible for backing up both school-related and personal data. Midwest Academy does *not* permanently store any student data on the school's network. Midwest Academy is not responsible for lost data saved to the school's server or internet hosted file site on a temporary basis.

#### ***Your responsibilities for school network use:***

The network, all programs, and any information on them are the property of Midwest Academy and may be accessed by the administration as deemed appropriate.

The primary purpose of the school technology platform is to allow students to access information and programs relevant to and appropriate for education.

Therefore, the following prohibitions are in place:

In general, the only accessing and downloading which should be done on any school computer is of materials that are used to support the academic program. Expressly prohibited materials include (but are not limited to) those that violate state and federal laws or the tax-exempt status of the school, hate speech or hate images, sexually explicit material or any form of harassment – relevant to gender, race, ethnicity, social group, appearance, intellect, etc.

Do not use the school's computers or network to invade the privacy of others, either internal or external to the school's network. Do not access the files or accounts of any other school network user, nor access the network or files of any business, person, or agency with the intent to steal, subvert, destroy, or view information that is not appropriate.

Do not electronically or physically alter or disturb the network in any way.

#### **Internet and Technology Acceptable Use Policy (continued)**

Only use the network configurations set in place by the school.

**Student cell phones or gaming devices will not be connected to the Midwest Academy wireless network.**

The installation or use of any Internet-based file-sharing programs designed to facilitate the *illegal* sharing of copyrighted material (music, video, and images) is explicitly prohibited. Individuals with legitimate, school-related needs to use a legal file-sharing program may seek *prior approval* from the school.

#### ***Violations include, but are not limited to, the following:***

- Bypassing or attempting to bypass the filtering system
- Using the school's access to the Internet for reasons other than educational purposes
- Gaining intentional access or maintaining access to materials that are obscene, pornographic, or whose dominant appeal is sexual in nature
- Gaining intentional access or maintaining access to materials which are defamatory, abusive, threatening, harassing, racially offensive, dangerous, illegally discriminatory, or other illegal materials

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- Playing and downloading lyrics, images, music, or copying music for non-educational purpose
- Playing non-approved computer games while on school property
- Using the Internet for illegal activity, including gambling, computer hacking, and copyright plagiarism or intellectual property law violations
- Accessing chat rooms, social media or networks or instant messaging services
- Using email during class time when not explicitly instructed to do so by teacher
- Using email as a chat service
- Posting anonymous messages on the system or other media forums used for educational purposes
- Electronic forgery
- Theft or vandalism of data, equipment, or intellectual property
- Invading the privacy of individuals
- Attempting to gain access to or gaining access to student records, grades or files
- Introducing a virus or other malware to, or otherwise improperly tampering with the system
- Degrading or disrupting equipment or system performance
- Providing access to the school's network to unauthorized individuals
- Reposting a message that was sent to you privately without permission of the person who sent you the message
- Posting private information about another person.
- Using outside programs to obscure user identification, such as VPN concealers or incognito modes
- Employing hotspots or personal devices to access content prohibited by this policy

***Consequences:***

Any violation of this covenant will incur consequences including, but not limited to expulsion or dismissal from Midwest Academy depending upon the severity of the offense. When appropriate, individuals will also be required to provide financial remuneration to Midwest Academy.

***Carrying a laptop computer:***

Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement, while the computer is on, can result in permanent damage to the machine and the potential loss of data.

**Internet and Technology Acceptable Use Policy (continued)**

***Screen care for a laptop computer or iPad:***

- The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost several hundred dollars to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not grab and squeeze the computer, as this can damage the screen. Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Never leave any object on the keyboard, including papers. Pens or pencils left on the keyboard could crack the screen when the lid is closed.
- Do not clean school-owned computers with unapproved cleaners.

***Battery life and charging a laptop computer iPads:***

All Lithium-ion batteries have a definite life span of about two years. Do not let the battery completely drain. Immediately shut down if you are unable to connect to the charger or receive a low battery signal. After each use, reconnect the device to the charging station. Close the lid of the computer when it is not in use in order to save battery life.

***Midwest Academy Disclaimer***

Midwest Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages a user suffers. This includes loss of data resulting from delayed deliveries, non-deliveries, or service interruptions caused by its own negligence or any user's errors or omissions. Midwest Academy will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. Midwest Academy will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet. Midwest

Academy makes the complete Internet and Technology policy and procedure and updates thereto available on request for review by all parents or guardians and other members of the community. This policy and all its provisions are subordinate to local, state, and federal statutes and are in force in perpetuity.



***Sign and return a copy to the front office prior to the start of school.***

***Receipt and Agreement to Comply***

- I acknowledge that I have received a copy of Midwest Academy Student Handbook.
- I understand the handbook sets forth the general terms of my being a student at Midwest Academy and I agree: (1) to read and comply with the policies and procedures contained herein; and (2) that Midwest Academy has reserved the right to unilaterally abolish or modify any policy without prior notice.
- My signature(s) below indicates my receipt and understanding of these documents.

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Student Printed Name

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Student Signature

---

Date

---

Parent or Guardian Printed Name

---

Parent or Guardian Signature

---

Date

## ENROLLMENT AGREEMENT 2023-2024

**IN CONSIDERATION** of the enrollment of \_\_\_\_\_ (“*Student*”) at Midwest Academy of Indiana, Inc. (“*School*”) for the 2023-2024 School Year (“*School Year*”), the undersigned parent(s) or guardian(s) of the *Student* (“*Parent*”), hereby agree(s), jointly and severally, to pay the *Tuition* and *Fees* (as hereinafter defined) and accept the terms and conditions of enrollment set forth in this Enrollment Agreement (“*Agreement*”).

**1. OFFER OF ENROLLMENT.** This *Agreement* represents an offer of enrollment to the *Student* in the *School* which becomes valid when a payment plan has been selected in Paragraph 4, the signatures of both parents if applicable, along with payment of the deposit described in Paragraph 3 have been received by the *School*.

**2. TUITION.** *Parent* hereby promises and agrees to pay the *School Tuition* in the amount of **\$19,000** THE OBLIGATION OF *PARENT* TO PAY *TUITION* AND *FEES* (AS HEREIN DEFINED) FOR THE ENTIRE *SCHOOL YEAR*, AND EXCEPT AS PROVIDED IN PARAGRAPH 5, IS UNCONDITIONAL AND IRREVOCABLE AND NO PORTION OF *TUITION* OR *FEES* SHALL BE REFUNDED OR ABATED FOR ANY REASON INCLUDING ABSENCE, WITHDRAWAL, OR DISMISSAL OF THE STUDENT FROM THE *SCHOOL*.

**3. TUITION DEPOSIT.** The tuition deposit of **\$750.00** which must accompany this *Agreement* is **NONREFUNDABLE**.

**4. TUITION BALANCE REMITTANCE PLAN.** *Parent* hereby promises and agrees to pay the *Tuition balance* as follows **(MUST SELECT ONE)**:

- **Annual: One-Payment Plan.** Full payment of **\$18,250** for this plan is due by July 31, 2023.
- **Semi-Annual: Two-Payment Plan.** *Parent* will pay an initial payment of **\$9,125** due by July 31, 2023, and a second payment of **\$9,125** due by November 30, 2023.

o **Monthly: Payment Plan.** The Business Office will send 10 equal monthly *Tuition* invoices for **\$1,825** between July 1, 2023 and April 30, 2024. Invoices will be emailed by the 15<sup>th</sup> of the month and will be due by the last day of the same month. There will be an administrative fee of 2% to cover fees encumbered by Midwest Academy. This will be charged on the total annual tuition and added to the first *Tuition* invoice for the monthly payment plan.

\_\_\_\_\_ **INITIAL HERE**

**5. NOTIFICATION OF WITHDRAWAL.** By executing this *Agreement*, *Parent* acknowledges that the *School* has reserved a place for the *Student* in the *School* for the entire *School Year*, that the *School* reserves the right to determine the grade level and the section of the class in which the *Student* will be placed, and that the *School* will enroll and/or decide not to enroll other students and formulate its budget in reliance upon this *Agreement*. Accordingly, if *Parent* elects to withdraw *Student* for any reason, written notification of the *Student's* withdrawal must be received by the *School* before the later of April 1, 2023, or execution of this *Agreement* by the *School*. The full withdrawal process is stated in the Student handbook. **IF WRITTEN NOTIFICATION OF A STUDENT'S WITHDRAWAL IS NOT RECEIVED BY THE SCHOOL BEFORE APRIL 1, 2023, THE PARENT WILL BE RESPONSIBLE FOR TUITION PAYMENTS ACCORDING TO THE BELOW SCHEDULE.**

**DATE OF WITHDRAWAL NOTIFICATION**

|                        |                         |
|------------------------|-------------------------|
| UP TO APRIL 1, 2023    | 0% <i>TUITION DUE</i>   |
| APRIL 2-APRIL 30, 2023 | 25% <i>TUITION DUE</i>  |
| MAY 1-MAY 31, 2023     | 50% <i>TUITION DUE</i>  |
| AFTER JUNE 1, 2023     | 100% <i>TUITION DUE</i> |

**NOTE: TUITION DEPOSIT IS NON-REFUNDABLE**

**6. INCIDENTAL FEES.** In addition to the above *Tuition*, *Parent* agrees to pay incidental fees billed by the *School* for special field trips, Before School Care, After School Care, miscellaneous supplies, and other items or services (collectively "*Fees*") provided for the *Student* in accordance with guidelines and procedures established by the *School*.

**7. EFFECT OF LATE OR NON-PAYMENT. *TUITION* AND *FEES* WHICH ARE NOT PAID WHEN DUE SHALL BEAR INTEREST FROM THEIR DUE DATE UNTIL PAID, AT THE RATE OF 12% PER ANNUM AND THE SCHOOL SHALL BE ENTITLED TO RECOVER ALL COSTS OF COLLECTION, INCLUDING COURT COSTS, REASONABLE ATTORNEYS FEES, AND ADMINISTRATIVE COSTS INCURRED.** Legal action to recover such costs may be initiated if *Tuition* and *Fees* remain unpaid ten days after either falls due. The *School* reserves the right (without prejudice to its rights to recover *Tuition* and *Fees* owed by the *Parent*) to deny access to the *Student* in the event *Tuition* and *Fees* are not timely paid, including the withholding of education and denial of services.

**8. PARENTAL COMPORTMENT.** The *School* believes that a positive and constructive working relationship (including but not limited to attending meetings and conferences, responding in a timely manner to phone calls and messages – electronic, written or otherwise) between the *School* and a *Student's Parent(s)* (or guardian) is essential to the fulfillment of the *School's* mission. Thus, the *School* reserves the right to require the *Student* to leave the *School*, without refund of any portion of the *Tuition* and *Fees*, or to elect not to re-enroll a *Student*, if the *School* reasonably concludes that the actions of a *Parent(s)* (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the *School's* accomplishment of its educational purposes.

\_\_\_\_\_ **INITIAL HERE**

**9. FINANCIAL AID.** If Financial Aid is awarded by the *School*, then the *Tuition* described above will be adjusted proportionally in accordance with the payment plan chosen by the Parent. Financial Aid will be conditional on payment of the *Tuition* and *Fees*, which remain owing and are subject to all provisions of Paragraphs 3 through 7.

**10. RULES OF DISCIPLINARY ACTION.** *Parent* agrees that *Parent* and *Student* will abide by the rules, regulations, and procedures established by the *School* and published from time to time, including those in the *Student/Parent Handbook*. The *School* reserves the right to dismiss and remove the *Student* from the *School* at any time if in the sole judgment and discretion of the *School*, the *Student's* industry, progress, conduct or influence, in or out of the *School*, is not in keeping with these rules, regulations or procedures or with the best interest of the *School*.

*Parent* agrees that in all matters relating to the discipline in and conduct of the *School* and its students, the *School* through the Head of School, its teachers and other employees shall be entitled to maintain discipline in the *School*, including *School* grounds and at school activities. This right to maintain discipline shall extend to all activities connected to the *School* program if sponsored by the *School*, including without limitation all activities during the *School* day and all athletic and extracurricular programs, and may be exercised any time for the safety and supervision of the students in the absence of their parents and/or guardians.

**11. PERSONAL PROPERTY.** The *School* is not responsible for personal lost, stolen, or damaged personal property.

**12. HARASSMENT/BULLYING.** The *School* strictly prohibits acts of bullying, harassment, and other forms of aggression and violence. "Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts– i.e., cyberbullying, through the use of internet, social media, cell phone, computer, or wireless handheld device,) that

is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off *School* property, at any *School*-sponsored function, or in a *School* vehicle or at any time or place where a *Student's* imminent safety or overall well-being may be at issue.

\_\_\_\_\_ **INITIAL HERE**

**13. FIELD TRIP AND MEDIA RELEASE.** The *Parent(s)* agree that the *Student* may participate in all *School* activities, including but not limited to athletics and any school-sponsored trip away from the campus unless the *School* receives adequate prior written notice to the contrary. The *Parent(s)* also give permission to the *School* to release the *Student's* names, likeness, and/or photograph (in any form, including, but not limited to, video) to be used by the *School* for promotional purposes or to be used by the media in a story about the *School's* program, event, or student achievement UNLESS THE DIRECTOR OF ADMISSION RECEIVES AND CONFIRMS WRITTEN NOTICE TO THE CONTRARY. The *Parent(s)* on their own behalf and on behalf of the *Student*, hereby waive and release the *School* from any claim, damages, liability, harm, or cause of action that might arise from or relate to the *Student's* name, likeness, and/or photograph, including but not limited to any claims related to the violation of the *Student's* right of privacy and/or publicity.

**14. NONDISCRIMINATORY PRACTICE.** THE *SCHOOL* ADMITS *STUDENTS* OF ANY GENDER, RACE, COLOR, RELIGION, SEXUAL ORIENTATION, GENDER IDENTITY AND NATIONAL OR ETHNIC ORIGIN TO ALL RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE AT THE *SCHOOL*. THE *SCHOOL* DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, COLOR, RELIGION, SEXUAL ORIENTATION, GENDER IDENTITY OR NATIONAL OR ETHNIC ORIGIN OR ANY OTHER LEGALLY PROTECTED CHARACTERISTIC IN THE ADMINISTRATION OF ITS EDUCATIONAL POLICIES, FINANCIAL PROGRAMS, OR ATHLETIC/*STUDENT* ACTIVITIES AND OTHER PROGRAMS ADMINISTERED BY THE *SCHOOL*.

**15. NOTICES.** Notices to *Parent* or to *School* may be sent by mail to the addresses below, and shall be deemed completed upon deposit in the United States Mail, postage prepaid, directed to the address listed for each below or at the most recent address on the *School's* records.

**16. EXTENDED CLOSURE OF FACILITY:** In the event of an extended closing of the facility as a result of a condition outside of the control of the *School* (e.g. Meteorological catastrophe, pandemic, or pervasive health emergency), the *School* will take reasonable steps to continue to provide educational services, as determined by the *School* in its sole discretion. Classes may be

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provided via distance learning or through other alternate means, such as a revised school schedule or calendar.

\_\_\_\_\_ INITIAL HERE

COMPLETE IN FULL

**Both signers are separately and equally financially responsible for all tuition and fees unless otherwise designated by a court of law.**

**PRIMARY Parent(s) or Guardian(s):**

Name: \_\_\_\_\_

(Printed)

*Signature*

Date

Email: \_\_\_\_\_ Phone: \_(\_\_\_\_)\_\_\_\_\_

Spouse: \_\_\_\_\_

(Printed)

*Signature*

Date

Email: \_\_\_\_\_ Phone: \_(\_\_\_\_)\_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip

\_\_\_\_\_ I would like to participate in the parent directory.

\_\_\_\_\_ I would like to opt out of participating in the parent directory.

The **PRIMARY Parent(s)** will be the designated point-of-contact for the Business Office.

**SECONDARY Parent(s):**

Name: \_\_\_\_\_

(Printed)

*Signature*

Date

Email: \_\_\_\_\_ Phone: \_(\_\_\_\_)\_\_\_\_\_

**Midwest Academy**

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Spouse: \_\_\_\_\_  
(Printed) *Signature* Date

Email: \_\_\_\_\_ Phone: \_(\_\_\_\_)\_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

MWA Signatory: \_\_\_\_\_Signature:\_\_\_\_\_Date\_\_\_\_\_