



# Metanoia

## Youth Leadership Academy

### **Parents Manual**

Metanoia Community Development Corporation is a movement of people, rooted in faith. We invest in neighborhood assets to build leaders, establish quality housing and generate economic development. We are pushing forward into new relationships with God and one another to create strong communities.

2005 Reynolds Ave.

North Charleston, SC 29405

843-529-3014

E-Mail: [Erica@pushingforward.org](mailto:Erica@pushingforward.org)

Website: [www.pushingforward.org](http://www.pushingforward.org)



## Parent Participation Policy

### Credit Hours:

At Metanoia Youth Leadership Academy, we believe that “it takes a village to raise a child.” The part of the parent in that village is to stay involved with their child and community. We believe that community involvement provides a place for parents and their children to continue developing their leadership skills. Credit hours are a very important part of the success of the Metanoia Youth Leadership Academy. The Metanoia Youth Leadership Academy is NOT FREE. Your credits are a way of paying for the quality programming your child receives at Metanoia.

### Number of credits needed per month:

Four credits per month unless otherwise specified.

### Earning Credits:

Each week a list of “Credit Opportunities: for the month will be sent home with your child in their folder. These opportunities will include mentoring and attending events at Metanoia, Chicora elementary School, and the Chicora/Cherokee neighborhood council among others. Many parents who are already involved in the community will have no problem fulfilling these credits.

For those parents who do not have time to be involved in the community, payment is also accepted for credits. Each credit is worth \$10 (one month’s worth of credits would be \$40).

Each parent keeps a record of their own credit hours on a sheet provided. A Metanoia Youth Leadership Academy staff person signs the sheet when parents are finished with hours each month.

Because parent participation credit hours are a way of paying for the child to be in the Metanoia Youth Leadership Academy – THE STUDENT WILL BE SUSPENDED FROM THE PROGRAM until parent credits are made up. If credits are not completed within two weeks of deadline, the student may lose their spot in the program.

At the end of each month, parents who have not completed at least four hours worth of parent participation credits will be sent a notice to inform them of how many hours they are lacking.

*I have read the above guidelines of the Parent Participation Policy, and I agree to earn four credits a month as payment to keep my child in the Metanoia Youth Leadership Academy. I understand that if I do not earn four credits a month, my child will no longer be able to remain in the Metanoia Youth Leadership Academy.*

---

Signature

---

Date



## Attendance Policy

### Attendance requirements:

- Because the Metanoia Youth Leadership Academy is a structured experience to build leadership skills, participants will miss out by missing days. Therefore, high attendance is expected. If a student is absent more than five times in a month without significant cause he/she will forfeit his/her spot in the program.
- All extracurricular activities such as in school tutoring, sports practice, and band practice, etc. that occur during the program hours must be approved by the program director. If a child's involvement in extracurricular activities keeps them out of the program for more than one day a week, that child may forfeit their spot in the program.

### Arriving and leaving Metanoia Youth Leadership Academy.

- Leaders will gather and meet Metanoia staff at Chicora Elementary at the close of school each day, where they will walk to the church from the school.
- The Metanoia Youth Leadership Academy lasts until 5:30 p.m. At 5:45 those students whose parents allow them to walk home will be released to walk home. Those parents who have agreed to pick up their children must do so between 5:30 and 5:45. Students will only be released to adults that are approved by parents.
- Any parents who does not pick up their child by 6:00 pm will be charged \$1 per minute that the parent is late (10 minutes late = \$10). Failure to pay this fine will result in a suspension of the student from the program.
- Students may not be picked up in the middle of the program except for special, pre-approved circumstances.
- When there is a half-day at school, Metanoia Youth Leadership Academy picks up the children when they get out of school and we have a longer day at the program.
- The Metanoia Youth Leadership Academy stuff meets every last Friday of the month for planning/training. There will be no Metanoia Youth Leadership Academy for students on those days. Please make arrangements for your child's after school needs.

---

(Signature of parent/guardian)

---

(Date)



## Discipline Policy

### Youth Leadership Programs Guidelines:

- In order to maintain a safe, positive, and fun environment for all leaders in our program we ask all students to observe their individual classroom's cooperation contract as well as the principles that they say daily in the pledge: love God, love and respect myself and love and respect my neighbor.

### Rewards:

Students will be consistently rewarded for following the above guidelines. Rewards include privileges to buy at the Metanoia Store, parties, and other incentives.

### Discipline:

Children who show a disregard for these guidelines will set in motion the following disciplinary process.

- **First offense:** if a child is disruptive during a particular day, he/she will visit the timeout station in their classroom. This constitutes as a 'warning' to the child that the child's behavior must improve.
- **Second offense:** if, in the same day, a child continues to be disruptive he/she will again visit the timeout station in their classroom
- **Third offense:** if, in the same day, a child continues to be disruptive he/she will meet with the program director for counsel.
- **Four offense:** if, in the same day, a child continues to be disruptive a yellow note will be sent home with the student to the parents.

### Grounds for Suspension:

- If a child receives **three yellow slips**: she/he will be suspended from the program for one week and the parent(s)/guardian(s) of the child must have a conversation with the director of the Metanoia Youth Leadership Academy to discuss how to solve the disciplinary issues.
- If a child receives **three more yellow slips (6 in total)**, they will be expelled from the program.
- Physical fighting at school or at the program constitutes an immediate one week suspension, followed by mediation and a return to the program on a probationary status. A second incident of fighting will constitute an expulsion from the program.
  - Fighting will be determined by the Director. Example two students in a physical altercation that has to be broken apart physically.
    - Hitting vs. fighting
- If a child is suspended from school that suspension counts as a suspension in the program and they may not attend the program while suspended.

As the parent/guardian of \_\_\_\_\_ I have read these guidelines and I agree to work with Metanoia to ensure that my child follows them.

---

Signature

---

Date