



# MICC College Program Participant Handbook Supplement

**2020-2021**

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# Introduction

## Staff Support

MICC staff members are available for assistance during the school year (August-May). Staff members may not always be immediately available, even though staff will be on campus daytime hours 7 days a week. The following are the phone numbers to call:

Office	Number	Hours
Main Office – Access to staff directory	612-869-4008	All hours
Megan Moriarty – Program Office Administrator <small>*Meetings with College and Careers Program Managers can be scheduled via Megan.</small>	612-876-9431	Weekday business hours
Activities Staff cell phone	612-703-5776 or 612-814-5087	<b>Mon-Thurs</b> 6:00pm-10:00pm <b>Fri</b> 6:00pm-10:30pm <b>Sat</b> 8:30am-10:30pm <b>Sun</b> 8:30am-10:00pm
Emergency On-Call	612-703-5772	7 days a week – 8:00am                      10:00pm

## Student Center, Courtyard & Zen Garden

The Student Center is a gathering place for college participants for leisure activities. It is equipped with cable TV, gaming systems, DVD player, Apple TV, as well as a small library of movies and books. Board games and sporting equipment are available for use as well. As this space is shared, we ask everyone to be respectful of this space by cleaning up after activities and by observing times for quiet activities. Facilities and equipment are available to participants unless there is a scheduled programming or an activity taking place. The Zen Garden and Courtyard are available for college participants to enjoy when organized activities are not occurring during times listed below. The areas may be closed at the discretion of staff at any time for weather or other community safety reasons.

	<b>Monday-Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Student Center + Courtyard (May-Nov)	8:00am-9:30pm	8:00am-10:00pm	8:30am-10:00pm	8:30am-9:30pm

## Apartment Life

Apartment living at MICC provides opportunities for friendships, recreational activities, support and instruction on community life. The apartments and offices are part of The Colony Apartments in Richfield, Minnesota and are near bus lines, shopping areas, and recreational facilities.

### Rental Agreement

MICC provides an apartment for each college participant, shared with up to three other roommates. A rental agreement is arranged between MICC and The Colony Apartments. MICC signs the rental agreements for all college participant apartments and MICC staff has the right to enter college participant apartments at any time for any reason. Rent, heat and electricity are included in the MICC Room and Board Fees.

### Apartment Maintenance

At the beginning of the school year, college participants will complete the MICC Student Apartment Inspection packet. If there is a problem with an apartment, or if a repair is needed, participants should notify an MICC apartment instructor and complete an "Apartment Maintenance Request Slip", copies of which are in all apartments. The staff will then submit to the Program Office Administrator. Participants should notify MICC staff as soon as the problem is discovered, as a small problem can cause serious or permanent damage to the apartment. College participants are responsible for covering the costs of these repairs, if applicable, i.e. if the repair is outside of normal maintenance, and the family will receive communication with damage fees from MICC. Issues deemed to be an emergency such as flooding and fires, or security issues such as an entrance door is broken, should be directed to any staff member immediately.

Overnight apartment emergencies should contact the Emergency On-call staff member. **Participants should NOT be calling or going to The Colony Apartments office if there are any issues in their apartments.**

### Mail

All college participants' mail and packages should be sent to:  
Minnesota Independence College & Community  
Attention: **PARTICIPANT FIRST + LAST NAME**  
7501 Logan Avenue S, Suite 2A  
Richfield, MN 55423

Participants may retrieve all mail and packages during business hours at the MICC Welcome Center. Participants may leave their outgoing mail in the MICC office mailbox for pickup.

### Telephone

All participants are required to have their own cell phones to ensure they are able to be reached at all times on and off campus.

## Internet

Participants are not allowed to use personal wireless internet routers on campus.

Participants may access MICC internet in the Student Center on the Public Wi-Fi connection or networked school computers. Participants and families are solely responsible for data plans administration, fees, and oversight of content accessed on personal participant cellular data plans.

## College Apartment Hotspots

College apartment internet hotspots offer new opportunities to promote learning by facilitating resource sharing, innovation, and communication. MICC staff will blend thoughtful use of these resources with the curriculum and will provide instruction to participants in the appropriate uses of these technologies.

Use of the apartment hotspots is subject to all technology policies, in addition to these additional expectations.

**Purpose:** Participants are expected to use the hotspot internet as an educational resource, including for classroom, medication, socialization, and leisure-based activities outside of class time. The hotspot bandwidth is not designed for gaming or multiple streaming services to be connected and should not be used for these purposes.

**Location:** Apartment hotspots will be placed in the living room for all participants to access. Participants should not move the hotspot to another location.

**Password:** Participants should not share the password for their apartment hotspot with anyone outside of MICC.

**Schedule:** Apartment hotspots will not have time or usage limitations. However, participants are encouraged to limit internet use after midnight to promote healthy sleep patterns that support learning and participation in daytime activities. Roommates may choose to turn off the hotspot at a certain time of night and turn it back on in the morning.

**Accommodations and Supports:** Participants who have difficulty monitoring their hotspot usage may be provided accommodations to support healthy technology boundaries, such as hotspot devices being removed at Rounds. Participants may also be expected to develop a support plan to assist them in learning appropriate hotspot usage.

## Gaming Systems

Participants may bring only one console gaming station each, to be setup in the living room and shared in their apartment.

## Television

Each apartment may have one television that is shared in the living room, and participants may not have televisions in their bedrooms. Roommates should

communicate prior to the beginning of a school year and decide who will bring a television and stand. Stands should be removed at the end of the school year. Apartments are wired for cable TV, but it is not provided by MICC. If all roommates agree to have cable TV, arrangements can be made with a local internet provider. Installation costs and monthly bills are the responsibility of each participant living in the apartment, and parents are expected to actively review each month's billing detail and coordinate with other families on the matter. **These monthly bills should be sent directly to families.**

## Care of Apartment & Furnishings

MICC apartments are fully furnished with furniture, dishes, and food preparation tools. Due to space concerns, additional furniture is not allowed in participant apartments. Staff reserves the right to send extraneous furniture home with families. In special circumstances where there is a specific need for an additional piece of furniture, permission must be obtained from the advisory team and approved by the MICC College Program managers prior to participant move-in. Items brought without prior permission may be sent home. These personal items must be removed at the end of the school year.

Participants are asked to respect the furnishings and kitchen appliances and inform MICC apartment instructors if there is a problem with any of them. Participants are responsible for the care and maintenance of the furnishings and appliances and may be charged to replace lost or damaged items.

Participants are encouraged to decorate their apartments to help make them feel more comfortable. Roommates must agree on all decorations in shared spaces. Pictures and wall hangings are to be hung with appropriate hardware. Posters should be hung using removable, non-damaging adhesive.

## Locks & Keys

For safety, every participant must carry and be responsible for their own apartment keys. All doors should always remain locked, including when participants are in their apartments. If a participant gets locked out of their apartment and needs to be let in, there is a charge of \$5. If a participant must be let into their apartment after curfew, there is a charge of \$25.00. The sliding patio doors have a lock and a steel pipe to place in the inside track system of the door. All apartment windows come equipped with locking devices. For apartments with patios, the back gate to the patio must not be locked because utility representatives and apartment maintenance crews need access to the patio.

During school breaks, participants are required to turn in their keys. The exception is for seniors who are remaining on campus due to employment (proper paperwork must be completed). This is to ensure the safety and security of all MICC participants and their property. Participants do not need to turn in their keys when going home for the weekend. There is a \$10 fee per key for replacement of lost apartment keys.

## Safes

Each participant will be issued a safe to lock up valuables, money, and medications. Participants will choose their own combinations. The safe is the property of MICC, and the staff reserves the right to open and search its contents if there is reasonable belief it may contain illegal or contraband materials. MICC is not responsible for items lost or stolen through mismanagement of or not using the safe. Participants are welcome to bring additional personal safes if they have more valuable material than will fit in the MICC provided safe. However, MICC recommends that participants leave very valuable items at home.

## Trash Removal & Recycling

Participants are responsible for disposing of their own trash and recycling. Receptacles are located near each building in the complex. Trash bags must be tied and all items placed inside the dumpsters. No plastic bags should be placed in the recycling dumpsters.

## Balcony, Patio, Pool & Front Doors

These areas are always to be kept clean and neat. Hanging items on the railing (including holiday lights or other decorations) or using clotheslines is not permitted. If The Colony Apartments management considers items unacceptable, residents are given five days to remove these items. If these items are not removed within five days, residents will be charged \$10 per day until they are removed. Any fines imposed by The Colony Apartments management are the responsibility of the participant. Any fire hazards must be removed immediately. Students may not use their balcony/porch areas for entering/exiting their apartment unless there is an emergency. Participants with apartments bordering the Courtyard may not use their patio areas during coordinated MICC activities. Participants are required to have a staff member present when using The Colony Apartments pool.

## Grilling

The use of charcoal or gas grills is not permitted anywhere except under direct supervision of MICC staff in the MICC common areas.

## Laundry

Each participant will have a time designated on his/her schedule to do laundry. Laundry facilities are located in the apartment complex in secured buildings. College Participants will be instructed on the use and care of the machines and are responsible for cleaning the lint trays and maintaining a clean area. Security keys to the buildings and laundry rooms are provided for each apartment. MICC staff members will assist roommates in developing a plan for using and storing the keys. For security reasons, The Colony Apartments charges a **\$100** fee if a set of laundry keys is lost. Apartment residents are responsible for this fee if the keys are lost.

MICC provides laundry quarters for the sole purpose of washing and drying laundry. Participants found to be using quarters for other non-laundry purposes will be required



to refund the money to MICC, may face additional consequences and may be required to complete laundry under staff supervision.

## **Vehicles**

College participants may be allowed to have a vehicle on campus at the discretion of parents/guardians and the Director of MICC College and Careers Programs. Consideration will only be given to situations where there is a demonstrated need for personal transportation, such as the place of employment not being on a bus line. All vehicles must be in proper running condition. Each participant is required to register the vehicle with MICC and display The Colony Apartments parking permit. Proof of insurance, a driver's license, license plate number, and the make and model of the vehicle are required for registration. Participants are not allowed to drive themselves or other participants to MICC sponsored program activities.

## **Damages**

College participants are responsible for the care of provided furnishings, fixtures and appliances. College participants are responsible for covering the cost of repairs and replacements due to circumstances beyond normal wear and tear. For example, repair outside of normal maintenance.

Participants will be notified with any damages or replacement charges by MICC staff and a bill for charges will be sent.

## **Apartment Courtesy**

To allow apartment residents time and privacy to prepare for their day, participants cannot be in each other's apartments before 9:00am. Participants are encouraged, but not required, to spend time in common spaces rather than bedrooms, to protect privacy. If any apartment resident is ill, guests to the apartment are not permitted for health and safety purposes. Other apartment courtesies will be developed between apartment residents and MICC staff, if necessary.

## **Quiet Hours**

By Richfield City Ordinance, quiet hours are observed from 10:00pm to 8:00am every night. This ordinance may be enforced by local law enforcement, if necessary.

## **Guest Policy**

A guest is defined as any individual who is not currently an MICC College participant or immediate family member. MICC staff members are not considered guests. No guests are allowed in an apartment when a class or lab is occurring in the apartment. Roommates are encouraged to discuss apartment guests. Guests are allowed within the following hours:

Monday-Thursday: 6:00pm – 9:00pm  
Friday: 5:00pm – 9:30pm  
Saturday: 9:00am – 9:30pm  
Sunday: 9:00am – 9:00pm

Any guests, including MICC Community participants, arriving during visiting hours should check-in at the Student Center with personal identification and credentials. Guests arriving outside of visiting hours should have scheduled appointments and check in at the Welcome Center.

All guests are expected to follow all MICC conduct guidelines while on-campus. College participants will be held responsible if their guests who refuse to cooperate with these policies. MICC staff reserves the right to deny a guest access to any MICC facilities, including denying access to a student's apartment if staff believes the safety or well-being of the student, the student's roommates, or the program might be negatively affected.

## College Participant Life

### First Seven Weeks of the School Year

- Participants are highly discouraged from spending the night off campus or having visitors on campus during this sensitive transition period.
- Participants are highly discouraged from using light rail/bus transit options until signed-off in transportation class.
- Participants ARE encouraged, during this time period, to go with a group of two or more to Southtown or within walking distance from campus.

### Signing In & Out

All participants are **required to sign-out** when leaving campus for any reason (other than MICC organized activities) to ensure participant safety. Please reference the MICC Cross Program Handbook for definition of MICC campus. When signing out, the specific destination and estimated time of return must also be noted. Upon return, participants need to **sign back in**. MICC Community participants' homes and Donaldson Park are considered off-campus; therefore students must sign out. The Student Center is home to the sign-out/sign-in system.

### Curfew

An evening curfew has been established for all College participants: 9:45pm Sunday-Thursday and 10:15pm Friday and Saturday. At curfew time, College participants must be in their own apartments and remain there until at least 6:00am the following morning. MICC staff will conduct rounds each night to ensure all college participants are accounted for. It is a violation for a college participant to be outside of their apartment after curfew, including being on the patio or front steps. This procedure helps ensure college participants accountability and safety.

College participants may be granted later curfew with prior approval by their advisor. Requests should be planned in advance for participant safety; last minute requests might not be able to be accommodated. Requests for one-time curfew extensions must be submitted to their advisor and approved ahead of time. Although a plan will be developed for participant safety, staff will not remain on campus past curfew.

Participants must contact activities staff if they are unable to check-in by curfew for any reason. If a participant is unaccounted for at curfew, the participant's family will be contacted.

## **Campus Leave**

It is encouraged that college participants stay on-campus at MICC during the weekends. Involvement in MICC activities and peer social interactions helps to increase and develop social skills for all MICC participants. Please refer to the attendance policy for excused absences, as students are responsible for communicating with instructors of classes or socials they might be missing.

Any overnight campus leaves should be pre-planned with the college participant's advisor. If a participant's overnight campus leave puts their safety, well-being, or program attendance at risk, MICC reserves the right to intervene and work with the college participant and family to develop an appropriate plan for campus leave.

## **Vacations & Breaks**

Official vacation days when MICC is closed are indicated on the MICC Programs Calendar. Throughout the year, there will be designated program planning and development day for staff and selected days when regular classes will not be held. For those days, activities staff will be on campus and additional activities may occur. During designated breaks (Thanksgiving, Winter, Spring and end of year), the MICC College campus formally closes on Friday at 5:00pm. All College and Careers classes will still be held. After a break the College campus reopens to College participants on Sunday at 12:00pm.

Seniors who are employed may remain on-campus over breaks after proper paperwork has been completed by participant and their family/guardian and they have received approval from the Director of the Careers Programs and the Director of the College Programs. No college staff will be on-duty during that time campus is officially closed. Seniors will be able to call the Community Program Emergency On-call phone for overnight emergencies at 612-517-9512. Seniors on campus will receive quarters for doing laundry and grocery funds for getting groceries. During this time seniors are welcome to join Community Program activities while on campus, including grocery runs or online grocery support, but need to sign up at the Community Center.

## **Trial Period**

Incoming College Program participants are accepted on a trial basis for the first semester and must follow outlined expectations in order to maintain participant status at MICC.

## **Prescription Medication**

An MICC program goal is for participants to independently manage and take their prescribed medications. As college participants progress in their ability to manage and take medication, they will have different levels of monitoring. These monitoring levels include: Supervision where participants are observed in person by staff taking

medications, which are held in a locked office; Time Reminders, where participants call in to staff by video or phone each time they take their medications, which are held in participants' personal bedroom safes; and Independent, where participants report weekly on their medication management.

All communication regarding medication must be in written form. At the beginning of the school year, all medication information, including signed doctor's orders and MICC medication forms, must be provided to a medication supervisor. Thereafter, any changes in medication and/or dosage must be communicated immediately to the participant's advisor and medication supervisor in writing through proper medication change forms, accompanied by updated prescription forms from their doctor.

A trained staff member, not medical personnel, will supervise daily medications. Medication will be kept in each participant's personal safe in the apartment or in the locked medication cabinet in the Medication Office in the lower level of the Student Center, depending on the participant's medication administration status. Secure electronic records of date, time, and medications taken will be maintained. Medication must be supplied to the staff in the original prescription bottle with the correct label, name of participant, name and dosage of medication, name of doctor, pharmacy and date, along with required documentation.

All participants who take medication are required to have a daily pillbox to ensure all doses are taken and participants are properly able to maintain their medications. Participants on Supervision will fill their pillbox with staff observation weekly. Participants on Time Reminders will practice filling their pillbox independently and will review with staff weekly; if needed, they can be observed filling their pillbox as well.

Participants on Independent will fill their pillbox independently and show to staff weekly. When a participant is found to be having difficulties with the medicinal routine (taking medications on time, proper dosage, etc.), regardless of which level of monitoring they are in, additional staff support may be provided. This could include moving a participant to a different medication monitoring level, incorporating additional accommodations such as medication phone apps, or working with family and medical providers to examine medication dosage and schedules. If it is determined that a participant should move back to Supervision or Time Reminder levels, a medication change form must be completed.

Participants may be able to transition to a new status for medication administration (e.g., from Supervision to Time Reminder, or from Time Reminder to Independent status) when they have demonstrated adequate timeliness and accuracy in their current level and when participants, guardians, advisor, and medication coordinator are in agreement. A medication change form will be completed in this case.

When participants are sick or in pain, students will be supported in taking their personal over-the-counter or PRN medications or in contacting medical professionals and/or family to identify how to manage their symptoms. However, MICC will not directly

provide any over-the-counter medication to participants, including pain relievers, cold medicine, allergy medicine, etc.

## Healthy Eating

In keeping with MICC's commitment to teaching healthy living practices, staff will teach participants to create balanced menu plans that include nutritious meals and snacks. Additional guidelines for purchase of healthy food products with MICC grocery money may be instituted at the discretion of the staff. MICC is unable to restrict or closely monitor food choices; however, College participants are guided and encouraged to make healthy food choices by MICC staff.

## Transportation

MICC's staff are not responsible for driving participants to/from desired locations, including appointments or places of worship, except in case of emergency or vulnerability. Participants will be instructed in the use of the local public transportation system during transportation classes and will be encouraged to practice using transportation options independently and in small groups.

Staff will work with participants and families to understand transportation options. College participants regularly use ride shares (e.g. Uber, Lyft, etc.) to get to appointments, and sometimes to travel to the airport. Families are expected to monitor ride usage. MICC staff members may assist participants in ordering rides until they develop the skills to do so independently.

Participants are required to complete a Transportation Release form at the beginning of each program year. Freshman are highly discouraged from using public transportation until after Family Weekend in October for safety reasons. They are encouraged to travel in groups and to prioritize places that are walkable, such as Southtown.

If participants are not their own guardian it is the responsibility of the guardian to inform the participant's MICC advisor of any restrictions regarding the participant's ability to ride in another vehicle other than MICC vehicles.

## Personal Spending Money

MICC College participants are encouraged to bring money for their personal needs which they spend at their own discretion. It is up to the college participant and family to determine the amount of money they bring, as the majority of participant expenses are included in MICC tuition and room and board. MICC recommends a weekly spending allowance of \$20-\$25. Even a small spending allowance enables College participants to practice critical budgeting skills in a safe environment.

While on activities sponsored and paid for by MICC, college participants have the option to purchase additional items that are not included. When College participants go on outings in their free time, each person must pay for their own transportation, tickets, food, or any other items purchased.

MICC will provide education on monitoring personal accounts and budgeting, but it is ultimately the responsibility of the participant manage their own funds. MICC policy does not permit staff members to hold cash, gift cards, or participant's personal debit/credit cards. College participants are discouraged from lending money to peers. MICC staff will work closely with participants to develop accommodations and strategies when they have difficulty safely managing spending money.

## Personal Property

MICC is not responsible for personal items or property due to theft, loss, or any other foreseeable or unforeseeable causes. MICC recommends participants and families check their homeowner's insurance and/or look into getting renter's insurance to cover in the event of a loss or theft. All personal property should not be left unattended in common spaces of the MICC Campus (Careers Center, Student Center, vehicles, etc.). Some spaces MICC does not have access to after hours.

## College Attendance Protocol

Per MICC policy, participants are expected to be in their assigned area at designated times, and includes MICC classes, socials, electives, support services, Job Developer and Advisor meetings. Failure to arrive will result in an absence.

Excused absences include illness, serious illness within the immediate family, death or funeral in immediate family, emergency medical appointments, religious holidays, and suspension. Participants must follow communication protocol as outlined by the program prior to the absence – documentation may be requested by MICC staff. Participants are expected to be in their assigned area at designated times. Being a minute late constitutes a tardy. If a participant is more than 10 minutes late it will constitute an unexcused absence based on the classroom clock.

Unexcused absences can result if a participant fails to communicate with appropriate staff one hour before the start of class or if the participant leaves class prior to dismissal. It is the participant's responsibility to communicate if they will not be present and the reason for their absence. Participants are responsible for reaching out to appropriate staff within 24 hours for make-up work when applicable. Not complying with the protocol outlined will result in an unexcused absence.

Consequences for unexcused absences are as follows:

- 1. 1st unexcused absence:** College participant will meet with instructor during designated office time.
- 2. 2nd unexcused absence:** College participant will meet with instructor, during designated office time; a plan will be developed by participant and instructor.
- 3. 3rd unexcused absence:** Instructor will set up a meeting with College participant and their advisor to discuss and develop a plan, family will be notified of unexcused absences.
- 4. 4th unexcused absence:** instructor will notify the advisor, and advisor will set-up meeting with college management team, college participant, and their families to discuss and review the plan.

- 5. 5th unexcused absence:** Instructor will notify college management team and a meeting will be set-up with families to determine continued program eligibility.

All absences and tardiness will be monitored by MICC program staff, and concerns will be addressed through an attendance support plan or accommodations and could result in removal from programming.