MEADOW CREEK
ACADEMY

Student and Parent Handbook

Welcome to Meadow Creek Academy!

Our Mission

At Meadow Creek, we believe that education thrives in a caring, respectful, and welcoming environment. Our goal is to create a community where students feel supported, encouraged, and ready to learn. This handbook helps students and families understand our shared expectations, daily routines, and school values.

We ask all students and families to review this handbook together and sign the acknowledgment form in the Meadow Creek Parent Portal.

Core Values

At Meadow Creek, we believe that learning happens best when our community reflects these values:

Kindness & Respect – Treat others with kindness, courtesy, and consideration.

Integrity – Be honest, responsible, and do your best work.

Curiosity – Ask questions, explore ideas, and learn with enthusiasm.

Growth – Mistakes are opportunities to learn and improve.

I. School Community Expectations

Students are expected to:

- Treat teachers, staff, and peers with respect.
- Use appropriate language at school.
- Care for school materials, furniture, and shared spaces.
- Participate in class and stay focused during learning time.
- Ask for help when needed and show consideration for others.
- Follow classroom and school procedures.

- Respond appropriately to guidance from teachers and staff.

Families are expected to:

- Support regular attendance and timely communication.
- Encourage respectful behavior at home and at school.
- Stay informed through school emails, newsletters, and announcements.
- Partner with teachers and staff to support student growth.

II. Attendance & Punctuality

Regular attendance and punctuality help students stay engaged, prepared, and connected to the school day.

- Students should arrive on time and ready to learn each school day.
- If a student will be absent or tardy, parents should notify the Program Director as soon as possible.
- Families are encouraged to plan vacations and appointments outside of school days when possible.

III. Dress & Personal Appearance

Students should come to school dressed in a way that is safe, comfortable, and appropriate for daily activities.

- Students should wear clothing that is comfortable and appropriate for school activities.
- Clothing should allow for play, art, and outdoor learning.
- Shoes must be safe for movement and playground activities.
- Clothing should not include violent, offensive, or inappropriate images or language.
- The school may ask a student to change clothing or modify attire if it is unsafe, disruptive, or not appropriate for the school setting.

IV. Health & Safety

To help keep our community safe and well, students are expected to follow these health and safety guidelines:

- Report all accidents or injuries immediately to a teacher or staff member.
- Follow directions during emergency drills.
- Keep hands, feet, and objects to yourself.
- Dangerous or prohibited items, including weapons, illegal drugs, vaping devices, tobacco, and alcohol, are not allowed at school.

Playground & Outdoor Play

Our outdoor spaces, including the play equipment, courts, field, hill, and riding areas, are for everyone to enjoy safely. These expectations apply to all outdoor play, and to all equipment and play areas whether or not specifically named:

- Follow directions from teachers and staff. Staff may limit, change, or stop any activity, and their decisions about safe play are final.
- Use equipment and play areas the way they are meant to be used. If you are not sure whether something is allowed, ask a staff member first.
- Keep your hands, feet, and objects to yourself — no pushing, tackling, play-fighting, or throwing anything except balls being used in a game.
- Take turns and share. Staff may rotate groups or set time limits so everyone gets a chance to play.
- Tell a staff member right away about any injury, hazard, or damaged equipment. Do not use equipment that is broken or marked closed.
- Staff may close any area or piece of equipment due to weather, heat, maintenance, or supervision needs. A closed area or item is off-limits until staff reopen it.

Not following these expectations may result in loss of playground privileges or other steps under Section V, Behavior & Discipline.

Medication

Prescription medications that a student may need during the school day must be discussed with the school in advance. Meadow Creek Academy does not administer medication. Any student who needs to self-administer a prescribed medication must have prior written parent authorization and approval from the school, and the medication must be kept and used in accordance with school procedures.

If a student may need an over-the-counter medication during the school day, parents should contact the school in advance to discuss whether the medication may be brought to school and what permissions are required.

V. Behavior & Discipline

We believe discipline is about teaching, not punishment. Our goal is to help students learn responsibility, respect, and self-control, and our practices are grounded in respect for every student and family.

Expectations & Conflict Resolution

Students are expected to be kind, honest, and respectful in words and actions; follow directions from teachers and staff; respect the property and personal space of others; and take responsibility for mistakes and work to make things right. Conflicts are a normal part of learning to work with others. When they arise, we use guidance and restorative conversations to help students listen to each other's perspective, take responsibility for harm, and work toward a positive solution.

Scope of Support

Meadow Creek Academy serves a range of learners within the limits of our staffing and resources. We are not equipped to provide intensive, ongoing behavioral, medical, or highly specialized academic support. If a student's needs extend beyond what we can reasonably provide, we will communicate openly with families about concerns and next steps.

Prohibited Conduct

The following may result in immediate disciplinary action:

- **Bullying or Harassment:** Bullying or harassment of any kind—verbal, physical, or digital.
- **Violent Threats:** Any threat of violence, and any statement or conduct involving weapons (including firearms) that raises a safety concern.
- **Inappropriate Content:** Possessing, viewing, creating, sharing, or searching for sexually explicit, violent, or otherwise inappropriate material at school, during school activities, or on school-provided devices or accounts.
- **Illegal Substances:** Possession, use, or distribution of illegal drugs or alcohol on campus or at school-sponsored activities.

Suspension and Withdrawal from Enrollment

Most concerns are resolved through conversation, reflection, and repairing harm. When behavior seriously affects safety or the learning environment, a student may be suspended. Grounds include causing, attempting, or credibly threatening harm; conduct involving weapons; repeated or serious aggression, bullying, or intimidation; serious or repeated disruption of learning; or drugs or alcohol at school. The school will document the incident, notify parents as soon as reasonably possible, and meet with the family to discuss next steps and expectations for return, which may include a behavior plan. If an immediate safety concern exists, suspension may take effect while the situation is reviewed.

In rare and serious circumstances, withdrawal from enrollment may be considered — when a serious safety violation has occurred, repeated interventions have not led to meaningful improvement, the school and family are unable to work together effectively, or a student's behavior poses an ongoing risk to the school community. Before a decision is made, the Program Director and administration will meet with parents to review documentation and consider alternatives. If withdrawal is necessary, written notice will be provided. Students withdrawn for behavioral reasons may request re-enrollment after a minimum of one semester; requests are considered case by case based on evidence of growth and readiness.

VI. Technology & Personal Items

To support focus and a positive learning environment, the use of personal technology and belongings during the school day is guided by clear expectations.

- Cell phones and personal electronics should be turned off and kept in backpacks during school hours unless permitted during class for instructional use.
- Personal items brought to school should be labeled and used responsibly.
- Personal electronics used without permission may be collected by staff and returned at the end of the school day or according to school procedures.
- The school is not responsible for lost or damaged personal belongings.

VII. Communication

Teachers and families are encouraged to communicate regularly about student progress and behavior. Parents should direct questions or concerns to the appropriate teacher or the Program Director and communicate respectfully. We value open, timely, and constructive communication between home and school.

VIII. Health, Wellness, and Nutrition

To help students stay healthy, comfortable, and ready to learn, we ask families to follow these nutrition and wellness expectations:

- Students should bring a healthy lunch and water bottle each day.
- We encourage snacks that are nutritious and mindful of allergies.
- Parents should inform staff of any food allergies or medical concerns in writing.

IX. Property & Cleanliness

Caring for our classrooms and shared spaces helps create a respectful, welcoming, and well-kept school environment.

- Take responsibility for keeping classrooms and shared spaces clean.
- Use care with books, supplies, furniture, and materials.
- Treat the school's buildings and outdoor spaces with respect.

X. Commitment to Community

We believe that when we all work together—with respect, compassion, and open communication—our school becomes a place where everyone can thrive. Students, teachers, and families share the responsibility to create a safe, welcoming, and joyful community where learning is valued and kindness is shown daily.