

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 at the end.

Core Values

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

Respect for All – Treat others the way you want to be treated.

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.

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 that discipline is about teaching, not punishment. Our goal is to help students learn responsibility, respect, and self-control.

Expectations

To help create a safe, respectful, and positive learning environment, students are expected to:

- Be kind, honest, and respectful in your words and actions.
- Follow directions from teachers and staff.
- Respect the property and personal space of others.
- Take responsibility for mistakes and work to make things right.

Conflict Resolution

Conflicts are a normal part of learning to work with others. At Meadow Creek, we use guidance and restorative conversations to help students resolve disagreements peacefully. When conflicts arise, students are encouraged to:

- Listen to each other’s perspective.
- Take responsibility when they hurt someone or break a rule.
- Work toward a positive solution.
- Make reasonable efforts to change harmful behavior.

Respect for Students and Families

At Meadow Creek Academy, our expectations and discipline practices are grounded in respect for each individual. Students and staff are expected to treat one another with courtesy and consideration. We strive to maintain a school environment where all students can learn, participate, and be treated with dignity. We also recognize that students and families come from a variety of backgrounds and experiences, and we ask everyone in our community to interact respectfully.

Scope of Support

Meadow Creek Academy serves a range of learners within the limits of our staffing and resources. Our small class sizes support different learning styles and student growth; however, 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 to discuss concerns and possible next steps.

Prohibited Conduct

To protect the safety and well-being of our school community, the following behaviors are prohibited and may result in immediate disciplinary action:

- **Bullying or Harassment:** Bullying of any kind—verbal, physical, or digital—is not tolerated.
- **Violent Threats:** Any threat of violence involving weapons, including firearms, will not be tolerated.
- **Inappropriate Content:** Students may not possess, view, create, share, or search for sexually explicit, violent, or otherwise inappropriate material while on school grounds, during school activities, or when using school-provided devices or accounts. This includes content that depicts or promotes physical harm, weapons misuse, intimidation, or threats. All digital activity is expected to align with our values of respect, safety, and appropriate conduct.

Record Keeping

Significant incidents involving student conflict, classroom disruption, or unsafe behavior on campus may be documented internally. Parents will be notified when staff intervention is needed or when a pattern of concern develops.

Suspension and Withdrawal from Enrollment

At Meadow Creek Academy, we believe students can learn and grow from mistakes. Our approach to discipline focuses on understanding, reflection, and repairing harm whenever possible. In rare cases, however, a student's behavior may seriously disrupt the learning environment or affect the safety or well-being of others. When that occurs, suspension or withdrawal from enrollment may be necessary.

Suspension

A student may be suspended for behavior including, but not limited to:

- Causing physical harm, attempting to cause physical harm, or making a credible threat of harm to self or others
- Statements or conduct involving weapons that raise a safety concern
- Repeated or serious aggression, bullying, harassment, or intimidation
- Serious disruption of learning or repeated violations of school safety expectations
- Possession, use, or distribution of illegal drugs or alcohol on campus or at school-sponsored activities

Suspension Process

When appropriate, the school will document incidents, notify parents, and meet with the student and family to discuss the concern, next steps, and expectations for return. This may include a behavior plan or other reasonable supports. If an immediate safety concern exists, the school may impose a suspension while the situation is reviewed. Parents will be notified as soon as reasonably possible. Suspensions are generally short-term and are intended to support reflection, planning, and restoration of a safe school environment.

Withdrawal from Enrollment

In rare and serious circumstances, withdrawal from enrollment may be considered when a student's behavior continues to significantly affect safety, the learning environment, or the well-being of the school community.

Withdrawal from enrollment may be considered when:

- A student has committed a serious violation of school safety expectations or policies
- Repeated interventions or support plans have not resulted in meaningful improvement
- The school and family are unable to work together effectively to address significant concerns
- A student's behavior poses an ongoing risk to others or to the school community

Decision Process

Before a decision is made, the Program Director and school administration will meet with parents or guardians to review documentation, discuss prior interventions, and consider appropriate alternatives when possible. If withdrawal from enrollment is determined to be necessary, written notice will be provided outlining the decision and next steps.

Re-Enrollment After Withdrawal

Students who have been withdrawn for behavioral reasons may request re-enrollment after a minimum of one semester. Requests will be considered on a case-by-case basis based on evidence of growth and readiness to meet school expectations.

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.

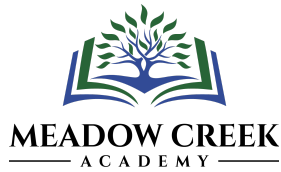
IX. Property & Cleanliness

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.



Student & Family Acknowledgment

Please sign and return this form.

I have read and understand the Meadow Creek Academy Student & Family Handbook. I agree to follow these expectations and uphold the values of our school community.

Student Name: _____

Signature: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____