THE MEADOWS SCHOOL

Student & Parent Handbook

2026-2027 SCHOOL YEAR

THE MEADOWS SCHOOL

Mission & Core Values

MISSION STATEMENT

In its pursuit of excellence, The Meadows School inspires ambitious students to love and respect higher learning, to passionately serve their communities, and to lead meaningful lives as citizens of a global society.

WE LIVE OUR MISSION THROUGH OUR CORE VALUES

SCHOLARSHIP

We hold ourselves to the highest academic standards by placing the highest value on academic rigor. Every pupil is provided with the opportunity to realize their individual potential, and students accomplish what may at first have seemed impossible. Passionate and talented Faculty "Teach them to Reach" by promoting independent thinking, problem-solving, and continual growth.

CHARACTER

A great education carries with it an obligation to self, family, and community. From the Lower School's Good Citizens program to the Upper School's Honor Code, service to others, empathy, honesty, integrity, and good citizenship are at the core of The Meadows experience.

COMMUNITY

Successful education requires a three-way partnership between students, Faculty, and parents. Families are welcomed to campus as active participants in a school community forged around a common appreciation for the transformative power of a top-flight educational experience.

INCLUSION

Our strengths are all different, and our differences are our greatest strengths. Students and Faculty value the unique qualities of each individual as vital to the shared educational experience.

DISCOVERY

Education is a journey, not a destination. We provide students with the freedom to explore athletics, arts, speech and debate, and other extracurricular activities as central parts of their educational experience. At The Meadows, students develop a love of learning by having the chance to learn what they love.

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Board of Trustees

The Board of Trustees of The Meadows School has been empowered, through the Articles of Incorporation filed with the State of Nevada, with the responsibility for the present and future operation of the School. Among its duties are the hiring and support of the Head of School, establishing and being responsible for the fiscal good health of the School, maintaining and promoting the growth of the physical plant through active participation in fundraising and planning, and establishing basic School policies.

OFFICERS

Chair - The Honorable Ms. Harmony Letizia '00
Vice Chair - Mr. Matthew J. Levin
Treasurer - Dr. Paul H. Janda
Secretary - Mr. Bradley J. Sher

TRUSTEES

Dr. Bo Bernhard
Mr. Robert L. Boughner
Mr. Matthew C. Chilton '92 & Mrs. Jaime M. Chilton
Mr. John H. Falb & Mrs. Joanna M. Falb
Mr. Joshua S. Ford & Mrs. Nazanin A. Ford
Dr. Paul H. Janda & Mrs. Monica Janda
Dr. Shahab Khan & Dr. Sharlin Ahmed-Khan
Mr. Conor P. Flynn & The Honorable Ms. Harmony Letizia '00
Mr. Matthew J. Levin & Mrs. Ashley L. Levin
Patrick J. Liang
Mr. Justin M. Michaels '99 & Mrs. Stacie T. Michaels '98
Dr. Jeffrey Roth Ph.D. & Mrs. Dena G. duBoef-Roth
Mr. Bradley J. Sher
Ms. Sylvia Tiscareño

FOUNDER & TRUSTEE EMERITUS

Mayor Carolyn G. Goodman
Trustee Emeritus bestowed July 1, 2006

FOUNDING HEADMISTRESS

Dr. LeOre Cobbley
1984-1994
Emeritus bestowed 1992

Administration, Faculty & Staff

TMS personnel email addresses are available on the **Veracross myMeadows Portal** (referred to as **myMeadows**) and on the school website. Click on "About Us" and then "Leadership" at the top of the page and then select "Faculty & Staff Directory" or visit: www.themeadowsschool.org/directory

General School Information

Please note that the information in this handbook reflects the school's files and policies as of August 2026 and may be updated during the school year.

Each student and each parent is to be familiar with, adhere to, and be responsible for its contents.

INTRODUCTION

The Meadows School Student & Parent Handbook serves as an initial and integral guide to life for students at the school. While it is not possible to anticipate and cover every situation, it is the purpose of this handbook to provide an overview of key aspects of The Meadows School educational experience. **Each student and each parent is to be familiar with, adhere to, and be responsible for its contents.**

ACCREDITATION/LICENSURE

The Meadows School is a member of the National Association of Independent Schools (NAIS), is accredited by the Northwest Association of Independent Schools (NWAIS), and is licensed by the State of Nevada. The school also is accredited by the Northwest Association of Accredited Schools.

ADDRESS OR TELEPHONE NUMBER CHANGE

The school must have and maintain accurate and current addresses and telephone numbers at all times. In the event of an emergency, the school must be able to contact parents quickly. If, at anytime during the school year, there is a change in this data, parents are to reflect the change in their **myMeadows** account (i.e. the Veracross parent portal). **Addresses and telephone numbers displayed online are privileged information. All such data are confidential.**

ARTIFICIAL INTELLIGENCE AND GENERATIVE ARTIFICIAL INTELLIGENCE

Publicly available applications driven by artificial intelligence (AI) and generative artificial intelligence (GenAI), such as text (OpenAI's ChatGPT, Google's Bard/Gemini, Microsoft Bing, and Meta's LLaMA), image (DALL-E 2, Midjourney), and sound generators (Speechify, Listnr) are readily available and rapidly being added to software which are regularly used by students. In order to further our students' technological fluency and literacy, some of our courses and curriculum will explore the use of AI and GenAI tools so that our students can be aware of and understand the appropriate and acceptable use of these tools in support of their learning.

This policy addresses the unique issues raised by the use of AI and GenAI Programs. At The Meadows, the use of AI and GenAI, when implemented, will be in the capacity of learning outcomes, not simply as technological possibilities and curiosities. The Meadows' use of AI and GenAI will support ethical and responsible usage of these tools, and Meadows' faculty and staff will use these tools intentionally, purposefully, safely, ethically, and appropriately.

This policy applies to the use of any third-party or publicly available AI or GenAI Programs as permitted within each course and/or as defined for each assignment. There are several factors students will be required to account for when using these new technologies:

- Students should never share their personally identifiable information (PII) or the PII of others. The information entered into AI Programs should not be considered confidential, may be used by the AI or GenAI Programs to continue to evolve, and can be a potential target for hacking or other cyberattacks.
- Students must fact-check and verify the output from the AI or GenAI tools that they may be using. AI and GenAI Programs do not always produce accurate or complete information, and results can include fictional people, places, facts, or events.
- Students must provide proper citations when using AI or GenAI tools when permitted to do so. The results produced by these AI of GenAI Programs may not cite sources, resulting in a serious risk of plagiarism.

Plagiarism and Cheating

All work that students complete for which they receive credit must be their own. Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source or from generative artificial intelligence (AI) tools and engines without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade may be recorded for any work containing any information improperly submitted as one's own, or completed by means of academic dishonesty, or deception.

Situations involving cheating or plagiarism on school work (tests, quizzes, and homework) will result in disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. Cheating also includes, without limitation, dishonestly storing information on calculators, computers, and mobile phones, as well as text messaging, emailing, or instant messaging information to others.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as their own. Refer to the applicable divisional section of the Handbook for additional information in the Middle and Upper School.

CLOSED CAMPUS POLICY

The Meadows School operates a "closed campus" during the school day and in doing so does not permit students to leave campus without administrative permission at anytime, for any reason. Seniors should refer to the "senior privilege" section for further guidelines. Violation of the "closed campus" policy may lead to suspension and/or expulsion from the school.

CONDUCT

To assist students in maintaining an academically rigorous and socially inclusive environment, The Meadows Conduct guidelines emphasize the school's core values of scholarship, character, community, inclusion, and discovery.

Each student is expected to show courtesy and respect towards fellow students, staff, and guests; to follow the directions of supervising adults on and off campus, both in person and online; and to be responsible for his/her own behavior at all times. Enrollment at The Meadows School creates, as a matter of spoken, written, and implicit policy, an obligation to act in a responsible, considerate, and honorable manner, both in person and online. Respect for the rights and feelings of other members of the school community is essential.

All students are expected to conduct themselves in a manner that demonstrates their responsibility to the ideals, traditions, values, and regulations of the school. Students must demonstrate an appreciation of moral and ethical values such as honor, personal and intellectual honesty, courtesy, and sense of fair play, all of which are common to civilized societies. This demonstration of responsibility must be observed both in person and online.

Behavior that is contrary to the good order and discipline of the school and its community, of a nature to bring discredit to the school, illegal, or generally regarded by society as unacceptable, will not be tolerated, either in person or online.

Finally, the school believes that a positive and constructive working relationship 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 not to continue enrollment or not to re-enroll a student if the school concludes, at the sole discretion of the Head of School, that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

CONDUCT GUIDELINES

School policies and procedures are designed to assist students in becoming responsible for their actions. The following general guidelines are provided to assist students in understanding their personal responsibilities, and any failure to adhere to these expectations are subject to administrative review and action, including suspension and expulsion.

Students found to be in violation of the Conduct Guidelines will be subjected to disciplinary actions, may not be eligible to run for or hold office in student government in Upper School or Middle School and may be denied induction to or be removed from honor societies for one or more years following the offense. This Handbook cannot reasonably address all foreseeable disciplinary situations, and therefore the administration reserves the right to make decisions on a case-by-case basis.

1. All principles of behavior and conduct that apply on the school campus extend to any online behavior and school-related activity, athletic activity, function, event, travel, and to the buses or vehicles run or hired by the school.
2. Conduct unbecoming of a student of The Meadows School at any time while enrolled at the school, whether inside or outside of school.
3. The policy of the Board of Trustees states that "The Meadows School promotes and maintains a drug/alcohol free environment and will tolerate nothing less." Therefore, absolutely no possession, use or distribution of alcohol, tobacco, cannabis, illegal drugs or controlled substances, or drug paraphernalia is allowed on The Meadows campus or at Meadows School-sanctioned events. Notwithstanding Nevada law, the use, possession, manufacturing, dissemination or being under the influence of medical or recreational marijuana is prohibited. Students found to be in violation of this policy will be subject to immediate suspension and/or expulsion.
4. The Meadows School is a smoke free environment. Use of tobacco and nicotine products, including e-cigarettes, by students, parents, faculty, staff, and guests is prohibited on campus and at Meadows School-sanctioned events.
5. Possession or knowledge of weapons (or replicas) of any kind are strictly prohibited. Any student who brings a weapon on campus or to any school event will be subject to administrative action, up to and including suspension or expulsion.
6. Vandalism, destruction or defacing of personal or school property is prohibited. Students found to be in violation of this standard are liable for the full amount of the damage as well as administrative review and action.
7. No student is to engage in fighting (hostile physical contact in any form), any form of harassment (including sexual), or sexual acts of any kind. Violations may result in immediate suspension or expulsion.
8. Bullying, harassment, intimidation, and hazing of any kind is strictly prohibited including in conjunction with academics, extra-curricular activities, or athletics. Students observing such incidents have an obligation to report this abuse to a faculty member or school administrator, whether the behavior occurred online or in person.
9. Abusive language, profanity, or vulgarity in word (either verbally, physically or online), gesture, or form are not acceptable. Engaging in speech, communication or behavior in person, in writing or on social media that violates the dignity or value of one's self is not acceptable.
10. The sending of inappropriate texts/pictures/messages with demeaning or explicit language, pictures, or content is prohibited. All electronic devices that contain inappropriate subject matter may be confiscated by the school, and parents will be notified if violations are reported or discovered.
11. Violations of federal, state or local laws is prohibited.
12. Gang membership, gang-like activity, and criminal activity is prohibited.
13. Verbal or physical abuse toward a Meadows School faculty, staff member, or administrator is prohibited. Physical assault, battery, or the threat of endangerment of another student, faculty, staff member, or administrator is prohibited.
14. Theft is prohibited.
15. Students whose conduct disrupts classroom learning will be subject to dismissal from class. Subsequent occurrences of such behavior may require a counseling referral, parent conference, suspension, or expulsion from the school.
16. Students are not to sell or solicit items on campus without the specific permission of the administration.
17. Students are not to bring any item to school that might be judged as dangerous (including pets), unless first obtaining specific permission and instructions from the administration.
18. Students are not to enter or remain in a classroom without a faculty or staff member present.
19. Books and other personal property are to be kept locked in assigned places.
20. School telephones and similar devices are to be used only with the expressed permission of a staff member.
21. The school cannot and will not be responsible for students' valuables.

Harassment, Intimidation, and Bullying (HIB) Defined

Harassment, intimidation, or bullying refer to any written, verbal or physical act (in person or online) based on a student's identity, such as race, ethnicity, religion, language use, gender, sexual orientation, gender identity and expression, socioeconomic class, learning style, disability, mental health condition, or by any other distinguishing characteristic. These interactions, taking place on or off-campus, at a school-sponsored function, on the school bus, or online, are ones that substantially disrupt or interfere with school functioning and the rights of other students to have identity safety. These behaviors or comments:

- Have the effect of physically or emotionally harming a student or damaging the student's property.
- Place a student in reasonable fear of physical or emotional harm to his person or damage to property.
- Have the effect of expressing prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.
- Create a hostile educational environment.

Examples of Harassment

Harassment can take many forms, and may include verbal, written, visual, and physical conduct:

- Verbal, written, and visual harassment includes, but is not limited to:
- Making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels, threats of physical harm or statements designed to intimidate, abuse, or humiliate another
- Physical harassment includes, but is not limited to: intimidating conduct, such as touching of a person or a person's property without their consent, assault, grabbing, stalking, or impeding a person's movement
- Examples of sexual harassment may include, but are not limited to:
    - Unwelcome or intimidating verbal or written conduct, derogatory comments, sexual innuendos, slurs, offensive sex-oriented jokes, unwanted sexual advances, invitations, or comments
    - Unwelcome or intimidating visual conduct, including notes, letters, emails, text messages, social media postings, or other displays of sexually suggestive objects, pictures, posters, cartoons, or drawings
    - Unwelcome or intimidating physical conduct which may include hugging, patting, pinching, touching, or kissing.

Examples of Bullying

"Bullying" is defined as any deliberate and/or pervasive/repeated physical or verbal act or conduct, including communications made in writing or electronically directed towards one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property
- Causing a reasonable student to experience a substantially detrimental effect on one's physical or mental health
- Causing a reasonable student to experience substantial interference with one's academic performance
- Causing a reasonable student to experience substantial interference with one's ability to participate in or benefit from the services, activities, or privileges provided by the school
- Examples of bullying behavior include, but are not limited to:
    - Verbal—taunting, malicious teasing, name-calling, threatening, or intimidating
    - Physical—hitting, kicking, spitting, pushing, stalking, or attempting to make physical contact or inflict physical injury
    - Psychological—spreading rumors, public humiliation, manipulating social relationships, or promoting social exclusion, extortion, or intimidation

"Cyberbullying" is defined as abusive behavior toward another student by use of technology to send or post text and/or images that are intended to hurt, intimidate, or embarrass. Cyberbullying methods include, but are not limited to:

- Sending hate emails or text messages or images
- Posting hateful speech to a website
- Forwarding private emails or texts without permission
- Impersonating someone else by using that person's email address, social media platform, or cell phone number
- Taking potentially embarrassing photos and posting the images on the internet or sending them electronically

The school has the right and discretion to discipline students for bullying and cyberbullying that occurs both on campus and off campus.

Complaint Procedure

If a student or parent becomes aware of harassment, intimidation, or bullying of any kind, or feels a victim of harassment, intimidation, or bullying, this information must be communicated immediately to the Dean of Students, the Division Director, or the Director of Student Support Services, either verbally or in writing. Any such complaint must be specific and should include all relevant information so that the school may conduct a thorough investigation of the incident. While the school does not limit the time period for reporting, immediate reporting is important as the school may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer time has passed between the alleged misconduct and the report.

Interim Measures

The school may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The school will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

Investigation Process

The school will promptly investigate any allegations brought to the attention of the school through the aforementioned means. Note that while parents may want an answer the day they report, an investigation is often a multi-day process. An investigation may involve interviews with the complainant, the alleged offender, and others. Any investigation may be conducted by designated school personnel, or in some cases, by an outside investigator at the school's sole discretion. Students and parents are required to cooperate in any investigation as needed including providing all requested information, like access to phones, text messages, social media messages, etc. Failure to cooperate in the investigation process may result in disciplinary action, up to and including suspension or expulsion from the school. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed and as necessary in relation to any administrative or legal proceedings or as otherwise required by law. No outside individuals, including attorneys, will be permitted to provide representation or participate in the investigation process.

Falsely reporting bullying, harassment and/or intimidation, and/or the making of such reports that are not, in the school's opinion, made in good faith are also a violation of this policy. This would include reports made that are knowingly false and/or done for retaliatory purposes. Any student found to have provided false, deceptive, or untruthful information or to have made a report not in good faith may be subject to appropriate disciplinary action, which may include suspension or dismissal from the school.

Confidentiality

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

Consequences

Division Directors will establish consequences for students found in violation of this policy will follow after a thorough investigation. The intent, nature and intensity of the incident, as well as the student's age, learning profile, and discipline history, will be considered in the determination of consequences, at the sole discretion of the school. Consequences include, but are not limited to, the following:

1. Parent conferences and support
2. Referral to school counselor
3. Schedule change
4. Stay-away and/or behavior contract
5. Referral/mandated outside counseling services
6. Detention(s)
7. Educational research or service learning project
8. Removal from honor societies, leadership positions, or other such recognitions or privileges
9. Removal from extracurriculars
10. Suspension
11. Expulsion
12. Legal Action

The school may mandate participation in any intervention services for the student to remain enrolled at the school, and may require access to records, including status updates from external providers.

HONOR CODE (ALSO SEE HONOR CODE COMMITTEE)

All members of The Meadows School community are expected to be individuals of integrity, the key concepts of which are respect and responsibility, having honor, and being truthful, both in person and online. Members of the community should show respect for self, for others, and for property. This includes being respectful of the intellectual property of others. Each student must accept responsibility for his/her own actions, including his/her own learning.

The following are examples (but not a complete list) of violations of the Honor Code:

Cheating: Cheating is defined as intellectual theft, examples of which include (but are not limited to):

1. Copying answers directly from another student's paper for a homework assignment or during examination.
2. Using unapproved or unauthorized notes or electronic information during an examination.
3. Turning in another person's assignments or work as one's own.
4. Using a copy of a test or answer key from either a current or previous examination given by a teacher.
5. Plagiarizing, which is defined as passing off as one's own work the ideas or work of another (including artificial intelligence) without proper attribution or credit.
6. Unauthorized collaborating with another student or students. Each member of the faculty will include expectations regarding appropriate collaboration and intellectual honesty as part of his/her general expectations.

Lying: Lying is defined as making an untrue statement with the intent to deceive.

Theft: Theft is defined as wrongfully taking the property or identity of others.

The administration reserves the sole right to review and determine appropriate disciplinary action for all offenses.

DIVERSITY, EQUITY, AND INCLUSION

The Meadows School embraces inclusion as one of its core values, and strives to give students exposure to the diversity of thought, perspectives, and backgrounds they will encounter for the rest of their lives. In order to educate our students to find success in an increasingly globalized world, we will continuously articulate the imperative of diversity and inclusivity at our school. This includes teaching and knowledge and skills relating to all the nuances of culture, seen and unseen, that comprise our student body, faculty, staff, and community. Rigorous learning environments require that all students experience a sense of belonging and identity acceptance within the community. We will continue to self reflect and grow so all members can thrive.

DIVORCED/MULTIPLE HOUSEHOLD FAMILY POLICY

The school is committed to making reasonable efforts to accommodate students with parents living in separate households. Communications regarding such issues as academic progress and behavior reports can be sent to multiple households or email addresses at the request of one or more parents. Custodial and non-custodial parents are given access to the **myMeadows Parent Portals**. It is expected that divorced or separated parents work in good faith with the school and its employees in order to prioritize the health, well-being, and educational interests of their children. For its part, the school abides by divorce decrees and may request such documentation in order to best serve the needs of students. Parents with divorce decrees or other guardianship decrees that stipulate conditions that effect the child at school or during pickup must provide legal documentation to the school that indicate a child may not leave with an alternate parent on given daysl, otherwise we will release to the guardian who arrives at pickup.

EMERGENCY PROCEDURES/DRILLS

Upon notification of a possible emergency situation (natural or man-made disaster), staff will provide direction and guidance to the students and notify parents. Monthly fire and/or safety drills are conducted. The school maintains a red curb through and around the campus by order of Nevada state regulations. There is no parking, short term or otherwise, permitted along any red curb.

GIVING TO THE MEADOWS

The Meadows School is a nonprofit organization described in section 501(c)(3) of the Internal Revenue Code. This means all gifts received are deductible to the extent allowed by federal law.

As a nonprofit, the school solicits parents, alumni, trustees, faculty, staff, and friends with an expectation each will participate in giving. There are many ways to give (cash, appreciated stock, etc.) and many areas to support (annual fund, endowments, capital items, and scholarship).

For more information on giving, please contact the school's Advancement Office at 702-797-5901.

GRIEVANCES

The school has the following Grievance Policy as a guide for parents and guardians to solve possible grievance issues in the most effective manner. This policy serves as a guideline, but the Head of School has the final decision in all matters.

The following procedure will be followed whenever a parent/guardian and/or student has a particular grievance:

STEP 1: The parent/guardian is to set an appointment to meet with the faculty or staff member involved in the grievance. The department chair or division administration may also be present.

STEP 2: If the issue is not resolved, the parent/guardian may ask for a meeting with the department chair and/or division administration.

STEP 3: If the issue remains unresolved, the parent/guardian is requested to contact the Head of School's office to set an appointment. The parent/guardian and/or the Head of School may request the involved parties also be present.

No outside individuals, including attorneys, will be permitted to provide representation or participate in the investigation process.

LIBRARY POLICIES

Hours

The Beginning & Lower School Library is open from 8:15 a.m. to 3:00 p.m., Monday-Friday. The Middle & Upper School Library is open from 7:30 a.m. to 4:00 p.m., Monday-Friday. Alternative hours will be posted or communicated when necessary.

Conduct and Devices

- There is no food or drink allowed for students in the libraries, except water in a closed container.
- No cell phones are allowed in the libraries.
- The Beginning & Lower School Library lends devices (iPads, laptops, etc.) specific to each grade level during school hours for use in the library and classroom.
- The Middle & Upper School Library copier and printer are for school purposes only and may only be used with the permission and assistance from the library staff or faculty.

Confidentiality

Names of students and their requests and reading histories are held in confidence and will not be discussed outside of a reasonable professional context. The libraries adhere to the Code of Ethics of the American Library Association.

Loss and Damages

If a print book and/or library owned device is lost or damaged, the school must be reimbursed for the value of the item before additional items may be checked out or used in the library.

Regarding Content

The mission, core values, and practices of The Meadows School inform the school's approach to library management and policies. It should be noted that, where policy might be deemed unclear, the school reverts to its mission and core values for guidance. Therefore, the Beginning & Lower School and Middle & Upper School libraries provide a welcoming environment for students, parents, faculty, and staff to:

- Pursue free and open inquiry into academic and personal interests;
- Engage with diverse ideas and information in a variety of formats;
- Work collaboratively to solve problems for the greater good;
- Develop knowledge and skills necessary for success in the 21st century;
- And cultivate a lifelong love of learning and reading.

Any questions, comments, or concerns from parents about library materials can and should be directed to the appropriate library staff. More complete policies regarding borrowing privileges and responsibilities, materials adoption, and reconsideration can be found on the school's library website.

LOST AND FOUND

Items that are found by students, faculty, or staff are to be turned in to the front offices at the respective buildings (Beginning, Lower, Middle, or Upper). Items not claimed by their owners may be donated to charitable organizations at set intervals throughout the school year.

LUNCH PROGRAM (OPTIONAL)

The school provides an on-campus lunch program wherein Lower School students have a daily choice of entrees to be delivered to the Lower School Common, and Upper and Middle School students have the opportunity to visit the Mustang Corral to purchase a lunch and/or snack. **The Corral is cashless.** Middle and Upper School students wishing to purchase lunch or snacks from the Corral must have an online account. In Beginning School, lunch is provided for all students. More information regarding participation is available from the Business Office at 702-797-5930 or the website.

MEDIA POLICY

All media requests involving The Meadows School students, faculty, staff, or campus, including but not limited to newspaper, magazine, TV, or radio interviews, and photo shoots, should be directed to the Meadows marketing team in the Advancement Office for vetting and scheduling as appropriate for the school's mission and branding. A member of the marketing team or an assigned faculty or staff member should also be present any time media is hosted on campus, whether scheduled or impromptu, with the exception of routine media drop-ins at athletic events.

MEDICATIONS/HEALTH

It is the goal of The Meadows to keep students in class as much as possible, however, illness or injury may require early dismissal. When necessary, parental contact will be made to advise of the student illness or injury requiring possible medical attention or pick up from school. The student will only be released to the parent/guardian or office-registered designee(s). Emergency telephone numbers must always be kept accurate and current. It is recommended that the school have emergency numbers that are not the same as the parents. Universal precautions are observed in the care of student illnesses and injuries.

Parents are asked to keep their children home when they are ill, including a fever over 100 degrees (stay home until fever free for 24 hours without medication); vomiting (stay home for 24 hours); strep throat (must stay home until on antibiotics and fever free for 24 hours), and mono (must be fever free for 24 hours). Parents should notify the school if their child contracts a contagious disease. The Meadows may request a written return to school release from a licensed healthcare provider (non-parental) after a contagious illness or after an absence of three or more days. When a student returns to school after an absence due to illness or injury, it is assumed they can participate in a full program, unless written notice of restriction is received from a licensed healthcare provider (non-parental). Refer to the Sick Students and Contagious Disease Policy in the **myMeadows Portal** for more information.

Parents are required to complete a yearly Health History Form for each student. For Beginning School students, the Health History Form must be signed by a licensed healthcare provider (non-parental). For all other divisions, the Health History Form should be completed through the online Health Portal. A new Health History Form should be submitted any time there is a change to the student's health or medical history.

The online Health Portal can be accessed through the **myMeadows Portal**. In July, the portal will reset for the new school year. All health-related documentation should be submitted through the online Health Portal.

If a student requires medication during school hours, it is the responsibility of the parent to ensure that current, unexpired medication(s) is provided to the school. Appropriate documentation must be on file with the Nurse's Office prior to medication administration. Refer to the Medication Administration Policy in the **myMeadows Portal** for more information.

myMEADOWS VERACROSS PORTALS (PARENT & STUDENT)

The school utilizes a web-based educational software program called Veracross (referred to as **myMeadows**) to communicate with students and parents through emailed progress reports and notifications, as well as schedules, report cards, calendars and other important links. For Middle and Upper School students, the school also utilizes Canvas, a web-based Learning Management System, that houses courses, assignments, grades, and other class-related items. Students and parents/guardians have access to both systems and are expected to log in and use them on a regular basis to keep abreast of classroom developments, assignments, and grades. Student and parent/guardian credentials are provided at the start of the school year.

PUBLICATIONS

The school creates several publications for both student and parent information and use. These include but are not limited to divisional yearbooks, the Upper School student-generated newspaper/magazine, and school produced magazines/brochures. **During enrollment, parents/guardians may submit a media exception using the Photo/Video Usage form to request their child(ren) not appear in school-produced publications, the website, social media, or other mediums. This form does not apply to yearbooks, which include all enrolled students.**

RE-ENROLLMENT POLICY: ACADEMIC

A student whose re-enrollment is in question will be denied re-enrollment for the subsequent year unless, at the conclusion of a probationary period, either the student has achieved satisfactory academic status, and the faculty believes that the student will benefit from and contribute to the school's program in the future, or, in the judgment of the Faculty Committee or administration, extenuating circumstances warrant the student remaining in the school pending further review.

The school also reserves the right to deny or rescind re-enrollment at any time to a student whose academic performance has become so significantly in question or below the satisfactory level in the judgment of the Faculty Committee or the administration that separation is warranted.

RE-ENROLLMENT POLICY: BEHAVIORAL

Continuing academic difficulty, as described above, is not the only grounds for denial or rescinding of re-enrollment privileges. The school reserves the right to deny or rescind re-enrollment at any time to any student whose attitude or behavior, in the judgment of the administration, indicate that the student's continued presence in the school would not be beneficial to the student or the school.

RESPONSIBILITY FOR ATTORNEY'S FEES & OUTSIDE LEGAL DISPUTES

If a TMS employee—as a result of the school's relationship with the student, the parent, or other person(s) interacting with the school and/or school community by virtue of their relationship with the student, the school, or any member of its faculty or staff—is required to testify, provide information for, or otherwise participate in a legal dispute to which the school is not a party, the school shall be entitled to recover from the parent the school's attorneys' fees and costs incurred in such legal action and costs incurred by the school as a result of the collection of documents, coverage of faculty, staff or others absent from classrooms or other school responsibilities or other associated costs.

SCHOOL SPONSORED TRIPS/FIELD TRIPS

School trips are designed to bring a cohesiveness to the class and to allow them to forge greater bonds with their instructors. Attendance on these trips is expected. Students on disciplinary probation or disciplinary contract may not be permitted to attend school sponsored trips. To be eligible to attend, a student must:

- Be current on school work.
- Adhere to all rules and regulations regarding riding the bus or transportation, lodging and restaurants, as well as all directives given by the chaperones from the time the group departs until its return.
- Comply with the school's Conduct Guidelines at all times.
- Be present at the start of the school day, without illness.

Participation in field trips is a privilege and may be revoked at any time. Repeated disciplinary action during the school year may make a student ineligible for trips that are not academic in nature.

While on trips, chaperones are to know the whereabouts of all students at all times. Further, no students are to leave their assigned rooms after curfew.

SECURITY

The Meadows campus is under 24 hour surveillance and is monitored by security personnel. Doors to the exterior of buildings are controlled using a card-access system which allows them to be locked remotely. Furthermore, campus buildings are equipped with a campus-wide mass notification system. All visitors and parents visiting their child's division are required to check in at the Guard Gate and at division offices (Beginning, Lower, Middle, or Upper) to receive a visitor pass. **Any member of the school community noticing unknown persons on campus are to advise the nearest staff member immediately.** All staff, students, and parents are provided security decals for their vehicles as part of the security policies of the school.

SPIRIT STORE

The official Meadows online spirit store run by BSN sells items such as Meadows sweatshirts, t-shirts, hats and other school-branded gear. All orders can be placed online at **www.themeadowsschool.org/spirit**. (See **Uniform Code** for guidelines for wearing spirit apparel.) Please note: while solid-colored apparel in school colors from any retailer is permitted on spirit days, branded items purchased from vendors other than Lands' End, BSN, or sold directly by the school are not permitted to be worn and violate the school's uniform code and may result in a behavioral citation.

STUDENT SUPPORT SERVICES

Student Support Overview

The Meadows School is committed to supporting the academic, social-emotional, and physical needs of every student. Student Support Services (SSS) includes the Director of Student Supports, a School Nurse, Academic Learning and Intervention Support Specialists, an Academic Coach, and three divisional School Counselors. The team works with administrators, teachers, students, and families through three levels of support:

- Level One: SSS consults with teachers to provide instructional, social-emotional, and behavioral strategies that benefit all learners.
- Level Two: Students with increased academic or personal needs may receive targeted support through teacher consultation, individual assistance, or small-group intervention.
- Level Three: When additional information is needed to understand a student's learning or behavioral challenges, SSS may recommend an outside evaluation.

When outside testing or services are appropriate, the Student Support Team may refer families to external providers and develop a Student Success Plan based on the provider's recommendations.

Student Success Plans

Student Success Plans (SSPs) document a student's diagnosis, support personnel, and approved accommodations. These plans are based on recommendations from qualified professionals and are implemented in partnership with the student, parents or guardians, and TMS staff. An initial SSP may be developed at any time during the school year. Parents, students, or faculty may request revisions by scheduling an additional meeting. Plans are reviewed and updated annually. Accommodations provide students with disabilities equal access to TMS instruction and the learning environment. They offer appropriate support without changing course content, academic standards, learning objectives, or program requirements. TMS does not provide modifications, individualized learning goals, specialized programming, or alternate graduation pathways.

Criteria for Diagnostic Documentation

Consistent with College Board, ACT, and higher-education expectations, documentation must be typed in English, submitted on professional letterhead, signed by a qualified professional, and include:

- Credentials: The evaluator's license or certification, education, and area of specialization. The evaluator should not have a personal relationship with the student.
- Diagnosis: The specific impairment, applicable DSM designation, evaluation methods, testing dates, and relevant neuropsychological or psychoeducational findings.
- Functional Limitations: A description of how the condition affects learning or participation in the school's standard academic program.
- Accommodations: Recommended accommodations and an explanation of how they address the student's functional limitations.
- Date: Documentation for Autism Spectrum Disorder or Specific Learning Disabilities must be completed within the previous three years. Documentation for Other Health Impairments and mental health conditions must generally be submitted annually, depending on the diagnosis.

Tutoring and Additional Resources

Outside tutoring may benefit students who need additional support with study skills or a particular subject. When academic difficulties arise, families should first consult the student's advisor, teacher, or the Director of Student Support Services to ensure that available campus resources are being used.

Families paying a current TMS faculty or staff member for tutoring must notify the appropriate Division Director and Student Support Services. SSS also connects families with internal and external providers, including psychologists, tutors, vision specialists, occupational and physical therapists, and speech-language pathologists. Some providers may offer services on campus when appropriate for the student.

TECHNOLOGY RESPONSIBLE USE POLICY

Statement of Responsible Use

The Meadows School uses and maintains its technology to promote educational excellence through networked information and participation in online communication services. The school's technology supports its mission; access to the technology is a privilege and is subject to the highest ethical standards. This policy is intended to be an addition to existing school rules and regulations and does not supersede or modify any other school policy, rule, or regulation. The Responsible Use Policy applies to all users of the school's networked information technology resources—whether accessed in school, from home, or elsewhere.

Networked information technology resources include, but are not limited to, all hardware, software, data,

communication devices, mobile devices, printers, servers, Internet resources, online communication services, and local and wide area networks.

As a community, we rely on The Meadows School's stated Core Values to trust that, when users log onto their school-provided accounts or use any available technology, they are, in effect, promising not to abuse the system or other users of the system, nor the trust the school places in them. The Meadows School also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit and maintains content filtering and safety practices.

Network Usage

This policy does not attempt to articulate all required or proscribed behaviors by users of The Meadows networked information technology resources. Everyone must rely on his/her judgment of appropriate conduct, based on compliance with all federal, state, and other applicable laws; all generally applicable school rules and policies; all applicable contracts and licenses, and additional guidelines set forth below.

General Network Usage: Authorized and Appropriate Use: Students, faculty, staff, and guests must use only those information technology resources they are authorized to use and to use them only in the manner and to the extent authorized. Do not use The Meadows information technology in any way to disrupt its use by others. Students may not use others' computer accounts or passwords under any circumstances. Likewise a student may not allow a student to use his/her account password under any circumstances. Students may not impersonate another's identity on the school computer networks, electronic resources, or websites. Students may not make any changes to settings, programs, applications or files on school computers, laptops, or equipment without the consent of the supervising faculty member or IT personnel.

Etiquette: When using The Meadows School's information technology, users are expected to follow generally accepted network etiquette which includes, but is not limited to: be polite, use appropriate, non-abrasive language. Do not use the network resources to make defamatory remarks, sexual, gender-related, or racial slurs, or to use obscene or profane language.

Data Access and Security: Users shall not attempt to harm or destroy data in any way (including introducing viruses and other forms of vandalism), change network settings or any other applications, reconfigure or attempt to disrupt the network in any way.

Network Administration: Only licensed, school-related software shall be downloaded or installed.

Privacy, Security, and Safety

All users of The Meadows School's information technology resources must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Unauthorized disclosure, use, or dissemination of personal information regarding minors or other members of the school community is prohibited.

Internet IDs and passwords are provided for each user's personal use only. Passwords should not be revealed or shared with anyone. Other than the Network Administrator, as directed by school Administration, users are not permitted to attempt accessing technology resources using another person's account or password. Each account owner is responsible for all activity under their account.

Students, faculty, staff, and guests have no expectation of privacy when using Meadows information technology. Any and all activities performed on the school's network can be monitored, with or without a user's permission. Use of The Meadows School's networked information technology resources constitutes a waiver of any privilege or other confidentiality protection that might otherwise have applied.

By accessing, using, creating, transmitting, or otherwise storing any information or files on any of The Meadows School's networks, users consent to the school's disclosure, use, and/or dissemination of such information or files as it sees fit in its sole discretion.

Social Networking

Meadows students, faculty, and staff must adhere to school guidelines that prohibit posting to the Internet or via e-mail personal contact information, confidential information, private/non-public information, derogatory comments about other people or about the school, or inappropriate artwork, photographs, digital images, or unauthorized video of the school or of school personnel. When in question, the appropriateness of postings shall be determined by The Meadows School Administration. The Meadows School network is a private network. The use of this network to access and/or post to social media sites is prohibited during the school day. Any photos or videos taken while on The Meadows School campus or while in a Meadows uniform, including off campus, and posted to private social media accounts should be appropriate and follow the conduct guidelines outlined in this handbook.

No student should create, follow, or contribute to a private social media account that falsely represents itself as an official Meadows School account. All official social media accounts must be approved and supervised by the Director of Marketing & Communications. Use of The Meadows School logo and other signifying materials are not allowed without the express permission of the Director of Marketing & Communications.

Legal Compliance: All users of The Meadows networked information technology resources must comply with federal, state, and other applicable laws, in addition to all generally applicable school uses and policies. Users must not use information technology resources for any purpose that is illegal, unethical, dishonest, damaging to the reputation of the school or other members of the school community, or inconsistent with the mission and values of the school.

Examples of such laws include, but are not limited to: laws of defamation, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities.

Filtering

Not all material accessible through the Internet is of educational value. The Meadows School will take reasonable precautions to filter out controversial and/or inappropriate materials; however, it is impossible to monitor all materials.

Scope

This policy applies to all users of school information technology resources, whether affiliated with the school or not and to all uses of those resources, whether on campus or from remote locations. Members of the school community who use resources not owned by the School must adhere to this policy when connected to school networks.

Monitoring of Technology

The Meadows School authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. This school reserves the right to examine, use and disclose any data found in order to further the health, safety, discipline or security of any student or other person or to protect property. The Meadows School may use any information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Policy Enforcement Violations

The school considers any violation of this policy to be a significant offense and reserves the right to disconnect systems from The Meadows network and suspend violators' use of information technology resources. A Network Administrator may suspend or close a user's account and/or prohibit access at any time. Any user identified as a security risk may lose their account and/or access privileges.

Violators will be subject to the regular disciplinary processes and procedures of the school that apply to students, faculty, and staff; this process may result in the loss of computing privileges and other measures, up to and including, expulsion from the school, or loss of employment. Illegal acts involving school information technology resources may also subject violators to prosecution or other sanctions by local, state, or federal authorities.

Enforcement: Decisions regarding violations of this policy will be made by division administration and in consultation with the Director of Technology.

TELEPHONE/TELEPHONE MESSAGES

Students are not to use the phones without administrative/faculty permission. Emergency messages called into the student's division will be delivered directly to the student as soon as reasonably possible.

TELEPHONE SERVICE

The school's divisional telephones are answered during the operational hours of each division, Monday through Friday (except for specified holidays). For general inquires, or if it is after hours, voicemail access is available at 702-254-1610.

TUITION/FEES

The Meadows School has always prided itself in being deliberately different, offering an alternative education in an intentionally small and personalized environment, an environment in which outstanding, highly-qualified, professional faculty offer quality academic and extracurricular opportunities for the superior achievement of its students.

Tuition Payments

Invoices for tuition and fees can be accessed through the myMeadows Parent Portal at any time throughout the year. There are three payment plans to choose from: One Pay, Two Pay, or Ten Pay. For all plans except One Pay, tuition insurance is required, and auto-pay must be set up in the portal before May 31st.

Failure to remit payment as described under one of the payment plans will result in administrative action and fee assessment. Severe delinquency may result in the removal of the student from class and/or further administrative action. All tuition and fees must be paid in full prior to the release of student grades or records..

Tuition Insurance

For each student invited to enroll in the following academic year, a tuition deposit is due. This deposit reserves a If a student withdraws or is dismissed from the school, regardless of the reason, the family is responsible for remitting any unpaid balance due to the account. There will be no pro-rated refunds for paid tuition. To mitigate this, families are required to elect tuition insurance for all payment plans except One-Pay. Families on the One-Pay plan are encouraged to elect tuition insurance.

Tuition Deposits

Tuition deposits are due by January 31st to secure a student's spot for the following academic year. Enrollment is not considered complete until the deposit is paid in full. Deposits are non-refundable and non-transferable. If the deposit is not received by the deadline, the student's spot may be offered to other students awaiting placement.

Split Invoices

Families may request split invoices for students with multiple households. Requests must be submitted to the Business Office upon completion of the student's enrollment contract. Account information, including open balances, financial assistance, payment issues, etc, may be disclosed to all parties deemed responsible for any portion of the student's tuition obligation.

All billing/financial questions should be directed to the Business Office at 702-797-5929.

FINANCIAL AID

The school actively promotes an open admission policy for students of high academic promise and achievement. Tuition assistance is made available to assist admissible K-12 students of financial need. The formulae and recommendations of our financial aid system, **Clarity**, are utilized by The Meadows Financial Assistance Committee in determining appropriate levels of support for families seeking aid as funds are available. Continuing Meadows students receiving financial aid must maintain satisfactory status in academics, behavior, and attendance.

WITHDRAWAL OR TRANSFER AND STUDENT RECORDS

Students planning to withdraw or transfer should bring written notification of such intent to the Registrar's office as soon as possible. The student will receive instructions with regard to the return of library books and school property. When a student withdraws or transfers, records must be transferred directly from The Meadows School to the new school. **No grades or transcripts will be transmitted until all fees and fines have been paid.**

ALL SCHOOL
REQUIRED UNIFORM CODE AND REGULATIONS

All branded uniform items must be from LANDS' END or the official BSN TMS Spirit Store.
They may not be altered in style and should be free of holes, rips, and tears.

DRESS UNIFORM for LOWER, MIDDLE, AND UPPER SCHOOL

Worn every Monday unless otherwise informed by the school or division

1. Plaid pleated skirt (K-12), plaid jumper (K-5 only), or tan (khaki) or navy pants worn at the waist with a belt (brown or black leather, optional for K-5, required 6-12)
2. Oxford button-down (short or long-sleeve), white or light blue, with the Meadows M logo (shirttails tucked in and buttons buttoned); white middy blouse or white peter pan blouse under jumpers (K-5 only)
3. Meadows necktie (navy striped or solid navy), worn in standard way
4. Navy single-breasted blazer/jacket (required 9-12); or solid colored or Meadows branded cardigan or sweater in navy (optional 6-12); **sweatshirts, fleece, or letterman jackets are <u>not</u> permitted with dress uniform**
5. Single-colored dress shoes in brown, black, beige, gray, or navy

DAILY UNIFORM for ALL DIVISIONS

Skirts/skorts/jumpers: no more than 4" above the knee

1. Plaid jumper (K-5 only) or plaid pleated skirt (K-12)
2. Plain navy or tan (khaki) jumper (PreK only)
3. Tan (khaki) or navy skort or skirt with solid-colored shorts, leggings, or tights underneath skirt (PreK-5)

Pants/shorts: worn at the waist; no more than 4" above the knee; elastic waist preferred in PreK

1. Tan (khaki) or navy flat front or pleated pants
2. Tan (khaki) or navy flat front or pleated shorts

Shirts: short or long-sleeve, tucked in; must be worn even under sweatshirts

1. Regulation polo shirt in navy, white, or light gray with the Meadows M logo (logo optional for PreK-5, required 6-12)
2. Oxford button-down, white or light blue, with the Meadows M logo (K-12)
3. If an undershirt is visible, it must be in solid white, navy, or gray only
4. White middy blouse or white peter pan blouse under jumpers (K-5 only)
5. Meadows branded or plain navy, white, or gray t-shirt with no visible brand logos of any kind (PreK only)

Outerwear/sweaters:

1. Jackets in any style or color may be worn but must be taken off inside if not in Meadows colors
2. The Meadows School letterman jacket (9-12 only; not permitted on dress uniform days)
3. Solid-colored or Meadows branded cardigan, sweater, or sweatshirt in navy, white, or gray

Footwear/socks:

1. Closed-toed shoes with a primary background color of solid white, black, brown, gray, or navy. Laces must be tied. No lights, wheels, or shoe ornaments. No boots, moccasins, or slippers. Heels no higher than 1".
1. Socks in white, navy, gray, or black; must cover ankles (PreK only); knee highs should not exceed knee caps
2. Full-length tights or leggings under skirts/skorts/jumpers in solid navy, white, gray, or black; leggings may be worn without a skirt/skort (PreK only)

Hair:

1. School-appropriate, well-groomed, natural hair color
2. Ribbons and/or hair ornaments must be in school colors
3. No hats to be worn in buildings
4. School-appropriate, neatly trimmed facial hair is permitted

Jewelry:

1. Earrings should be non-distracting and modest in size
2. No facial piercings including nose (except for religious or cultural reasons), eyebrow, lip, or tongue
3. No necklaces worn outside shirts (K-12 only, necklaces should not be worn in PreK for safety)

Backpacks:

1. Any color or design, but must be school appropriate in size and style
2. Wheeled backpacks are permitted, excluding ZUCAs (for safety)

PHYSICAL FITNESS UNIFORM FOR UPPER SCHOOL

Pants/shorts: worn at the waist

1. Regulation navy or light gray gym shorts with the Meadows M athletic logo (no daily uniform shorts/skirts)
2. Regulation navy or light gray sweatpants with the Meadows M athletic logo (no leggings, jeans, or daily uniform pants)

Shirt: short-sleeve; must be worn even under sweatshirts

1. Regulation navy or light gray t-shirt with the Meadows M athletic logo or any Meadows branded athletic t-shirt (no daily uniform polos or oxfords)

SPIRIT DRESS for ALL DIVISIONS

Worn every Friday unless otherwise informed by the school or division; daily uniform permitted as alternative

Shirts:

1. School-appropriate solid shirt or sweatshirt in navy, gray, or white (no visible brand logos)
2. Meadows branded shirt or sweatshirt in navy, gray, or white

Bottoms:

1. School-appropriate jeans or jean shorts (no holes, rips, tears, or adornments) in blue, white, gray, or black
2. Uniform bottoms including skirts/skorts, pants, or shorts
3. Leggings or jeggings in solid navy, white, gray, or black (PreK-5 only)

Shoes:

1. Closed-toed shoes with a primary background color of solid white, black, brown, gray, or navy; no boots, moccasins, slippers, flip-flops, Crocs, or sandals

NOTES

1. Please label all clothing, particularly outerwear, with the student's name, especially for PreK-5.
2. School uniforms may be purchased from Lands' End (school number 900204694).
3. Students new to TMS receive a spirit shirt before the start of the school year. All students receive a complimentary spirit shirt during the first semester. Additional spirit shirts can be purchased on the online Spirit Store at **www.themeadowsschool.org/spirit**
4. Themed dress days should follow the same regulations for bottoms and shoes as spirit dress days.
5. All clothing worn on or off campus to school-sanctioned events shall be school appropriate, as determined by the administration. The administration reserves the right to send students home or require them to change into appropriate attire should the determination of "school-appropriateness" be challenged.

Beginning School

DIRECT LINE

702-797-5962

7:45 a.m. until 3:45 p.m.

GENERAL NUMBER

702-254-1610

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

School begins at 8:15 a.m. Because faculty are either engaged in preparation for the day or arrival procedures, students should not arrive before 7:45 a.m. unless they are signed up for early drop-off (see below).

For security and safety reasons, only two forms of student drop off and pick up are acceptable:

Walking in with the student: parents who choose to walk their child into school should park in available visitor spaces or on Scholar Lane and bring the child into the Beginning School.

1. Parents are to bring the child to the front desk and sign the child in on the chart with parent signature, noting the time.
2. Parents are not to leave the child unattended until a school representative acknowledges the child.

Car line (See Car Line Appendices for map.)

Drive up and drop off - preferred procedure (see Car Line Appendices for map): Each family will be given a car line number which is to be placed, clearly visible, in the front windshield of the vehicle they are driving.

1. Use the driveway immediately to the EAST of Beginning School pulling right up to the back entrance for drop off. Beginning School students may be dropped off in the Lower School car line no earlier than 7:45 a.m. if they have a Lower School sibling.
2. Remain in the vehicle until a school representative ("Greeter") opens the door to accept the child and unbuckles his/her car seat (or in the case of an older child, seat belt).
3. Every student must be signed in—thus do not "drop off" a child or leave him/her unattended.
4. Children should never be allowed to walk from the car into the building without an adult.

Beginning School students are not to be dropped off early at other divisions to wait until the Beginning School opens as it is not the responsibility of Lower, Middle, or Upper School faculty or staff to look after preschool aged students.

Dismissal

Doors are unlocked for pickup at 3:05 p.m. Students should be picked up by 3:35 p.m. unless signed up for a MAPS class or Extended Day (see below). Students not picked up from the Beginning School by 3:45 p.m. will be sent to Extended Day for pick-up. For the child's safety, he or she will NOT be released to anyone other than those individuals designated in the **MyMeadows Portal** as Emergency Contact/Pickup unless the school is notified by a parent or legal guardian. It is imperative that this information be kept active and accurate.

1. Walk-in pickup: students may be signed out with the receptionist in the front office to parent(s) or parent-authorized individuals only. Students and parent(s) should exit the building promptly upon pick-up.
2. Car line - drive-up pickup: students will be placed in vehicles with proper number identification ONLY and ONLY from the EAST side of Beginning School.
   A. Please move cautiously and slowly through the driveway and the parking lot.
   B. Please proceed to a visitors parking space to securely fasten your child in his/her seat.

PLEASE NOTE: students will not be released to the care of their lower or middle school siblings. Upper School students may pick up their Beginning School siblings with the written permission of a parent or guardian on file.

Parents are also welcome to park on Scholar Lane and walk up to check their students out at the Lower School. Please park on the south side of Scholar Lane (closest to the school) in order to eliminate the need to cross the street.

Extended Day

Early drop-off starting at 7:00 a.m. and extended day until 4:30 p.m. are available for an additional fee. Please contact the Beginning School office for information or see **Extended Day** in the handbook or visit **www.themeadowsschool.org/maps**.

ATTENDANCE

It is necessary for children to develop a routine and to know that their parents value its importance. Therefore, regular attendance is an essential part of being successful in preschool. Acceptable reasons for absence include illness, death in the family, and certain religious observances. Please call the school if your child is ill and will miss more than one day. Do not send a student to school until 24 hours after a fever or vomiting.

As part of the routine, being on time to school is expected. It is helpful for students to arrive five or ten minutes early

to unpack and line up with their classes. **All students are expected to arrive at 8:00 AM for our morning pledge.** Instruction begins promptly at 8:10 a.m. Students who enter the classroom after 8:10 a.m. will be marked tardy. A student who arrives late must report to the Reception Desk.

Please plan vacations, travel, and appointments in such a way as to have minimal impact on school attendance. Appointments should be scheduled before or after school hours or during school holidays when possible. Excessive absences, tardies, or early dismissals will result in administrative review/action up to and including withdrawal and non-renewal of contract.

BIRTHDAYS

Time may not be taken from the school day to celebrate individual birthdays. If arrangements are made with faculty in advance, a treat for snack time may be sent in for the whole class in accordance with classroom policy. If a child wishes to hand out invitations to birthday parties, etc., in the classroom, **ALL** students must be invited. If a child invites a small subset of his or her class, parents must handle invitations outside of school. The staff cannot provide contact information for other families that has not been shared in the **MyMeadows** directory. Birthday gifts should not be delivered at school.

CONDUCT/DISCIPLINE

Positive expectations and reinforcement are the basis of Beginning School's system of behavior management. Positive social interaction and good interpersonal skills are important goals of the program. Children are encouraged to be kind to and considerate of one another. Appropriate behavior in the classroom as well as on the playground is expected. Good manners are taught to be used with other children and faculty which leads toward respect for others.

During these formative preschool years, faculty work diligently to help children resolve social and behavioral differences constructively by encouraging the use and development of oral skills required to interact in a positive manner. Young students having issues may need only brief interludes to reflect upon their actions in order to adjust their behavior accordingly. Physical punishment of any kind is unacceptable and prohibited. The school reserves the right to take all appropriate disciplinary actions, including rescinding enrollment and re-enrollment status, should a child's behavior fail to conform with the school's Conduct Guidelines.

CONFERENCES/ASSESSMENT

Students will be assessed on a regular basis, and regular Parent Conferences will be scheduled once each semester or more often as deemed necessary by parents and/or faculty. Student assessments are shared with parents at fall, winter and spring intervals. The Academic Learning Specialist and School Counselor may also be contacted to join a conference.

ENROLLMENT STATUS

The Beginning School offers ongoing enrollment and re-enrollment in accordance with the school's general academic and behavioral re-enrollment policies. Additionally, because Beginning School students are not tested prior to admission, other circumstances sometimes arise that affect a student's enrollment status. Occasionally, a young child lacks the self-control and emotional maturity to succeed in a highly structured school environment. The school reserves the right to rescind enrollment or re-enrollment at any time that the Beginning School program is deemed by administration to be developmentally inappropriate for the student and/or detrimental to the student or the school.

Potty Training: Beginning School staff members are unable to assist with toileting. While occasional potty accidents are expected from time to time in preschool, a student unable to manage toileting independently will be asked to withdraw from school until fully potty-trained.

We offer a short grace period during the first week of school so the students can acclimate to their new environment. In the second week of school, we begin to keep track of potty accidents. If your child has frequent accidents you will be notified to make you aware of the ongoing situation. If this continues with no signs of improvement you will be asked to disenroll your child. You may re-enroll when they are fully and independently potty trained, pending availability. This also applies if your child begins the school year fully potty trained but regresses to having frequent accidents.

Students may not wear diapers or pull-ups to school. We request that they keep a change of clothing in their backpack for emergencies. Our staff is not permitted to help with wiping. After a bowel movement accident, parents will be called to come to school to assist a child with self-care and changing clothing. If your child has multiple accidents in one day we will ask you to pick them up for the day.

This potty training policy applies to both the school day and after school in any auxiliary programs (MAPS).

EXTENDED DAY

Extended day options are offered to parents who need to drop-off or pick-up their student(s) early or late from school. Early drop-off begins at 7:00 a.m. and extended day goes until 4:30 p.m. These programs require additional fees. For more information or to register, go online to the Meadows school website or visit **www.themeadowsschool.org/maps**.

Registration is done prior to the start of each quarter with the exception of drop-ins, which are accepted throughout the school year.

FACULTY AND STAFF REQUIREMENTS

All Beginning School faculty and staff must adhere to the requirements administered by Nevada Child Care Licensing according to NAC 432A and NRS Chapter 432A. To ensure we are prepared for any emergency, all faculty and staff hold current certification in pediatric CPR and First Aid through the American Heart Association or the American Red Cross.

HEALTH FORM/IMMUNIZATIONS

Parents are required to complete a yearly Health History Form for each student. For Beginning School students, the Health History Form must be signed by a licensed healthcare provider (non-parental). A new Health History Form should be submitted any time there is a change to the student's health or medical history.

All Beginning School students must have appropriate immunization documentation on file prior to the first day of school. In accordance with Nevada regulations, students must receive all required vaccinations at the youngest recommended age, according to the recommendations from the Centers for Disease Control and Prevention. Refer to the Immunization Policy in the **myMeadows Portal** for more information.

HOLIDAYS

Classroom activities may be scheduled in observance of the following special days: Halloween, Thanksgiving, winter recess (Christmas, Hanukkah, and Kwanzaa), Valentine's Day, spring recess, and end-of-year.

Room Parents work with faculty in planning treats and/or activities. Since these activities are learning opportunities, the school standards of behavior are expected at all times. Amounts and types of foods are expected to be in keeping with standards of good nutrition. Students may not exchange gifts at school.

HOURS

The Beginning School academic program is on a full day schedule five days per week. Lunch and snacks are provided, but a lunch may be sent if desired.

Full day: 8:15 a.m. to 3:05 p.m.

Students should arrive and be picked up promptly. For information on early drop-off and extended day, please see **Extended Day** in the handbook or visit **www.themeadowsschool.org/maps**.

KINDERGARTEN ADMISSION

All Beginning School students interested in possible enrollment in kindergarten will be assessed for matriculation to the Lower School as part of our daily observation and assessment. Students must be five years old before August 1 to begin kindergarten in the Lower School in the fall. **Placement in The Meadows School kindergarten or any other grade is not implied or guaranteed through enrollment in Beginning School**.

LUNCH

Lunch is served only to full day students and is included in the tuition cost. Food is prepared in the Mustang Corral and delivered to the Beginning School. Lunch times begin at 11:20 a.m. Lunches are on a fixed menu, which is available online for parents to view. Entrees may not be substituted and are accompanied by fruits and vegetables. Students are allowed to bring a lunch from home that can be stored unrefrigerated in a lunchbox, if desired. Food items may not be shared and may not contain nuts or nut products (no tree nuts, peanuts, nut butters, hazelnut spreads, etc. are permitted.)

NUTRITION BREAK

Snacks are provided mid-morning and mid-afternoon for the students. Snacks are in keeping with standards of good nutrition, and any food allergies should be noted on forms. If a child requires their own food due to food allergies or for

any religious reasons, parents are welcome to provide their own snack for their child.

ROOM PARENTS

Room Parents, working with TMSPA, serve as the classroom liaison between the faculty and the parents. Duties may include new parent welcoming; oversight of field trips; organizing volunteers for events with faculty oversight; and updates to parents. There are one to two Room Parents per classroom who are selected from a candidate pool of volunteers at the start of the school year by a team of administrators and TMSPA President in consultation with faculty.

TELEPHONE SERVICE

The telephone in the Beginning School is actively answered between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday (except for specified holidays), at 702-797-5962.

UNIFORM REQUIREMENTS

The students of The Meadows School are required to wear a uniform during regular class hours and at school-related performances or field trips. The purpose of the uniform is to foster school pride and to eliminate concerns about socioeconomic distinctions in the school.

Students and parents are to refer to the All-School Dress Code in the general section of this handbook to determine appropriate items for daily wear or special occasions.

Parents will be notified if a student is not in proper uniform attire.

All uniforms, sweaters, jackets, sweatshirts, and lunch boxes must be clearly labeled with the child's name, not initials. Lost items cannot be returned without proper identification.

Lower School
(K-5)

DIRECT LINE
702-797-5880
7:30 a.m. until 3:30 p.m.

GENERAL NUMBER
702-254-1610

Each student and each parent is to be familiar with,
adhere to, and be responsible for the contents of this Handbook.

ACADEMIC STATUS

A student's academic status is computed quarterly using the marking period grades in all core subject areas. Core subject areas are: English, reading, mathematics, social studies, and Spanish.

SATISFACTORY ACADEMIC STATUS: To attain this level, a student must:

1) Maintain a C- average or higher, and
2) Have no failing grades.

ACADEMIC WARNING: When a student is placed on Academic Warning, the student's parents are notified in writing. A student is placed in this status when he/she has:

1) Received two or more "D" grades, or
2) Received one failing grade.

Faculty of a student on Academic Warning will continue to assist the student in working to improve this situation. The Academic Learning Specialist will also become involved if not previously involved to support the student's learning. Academic Warning may lead to Academic Probation. This occurs when a student received an Academic Warning for more than one marking period.

ACADEMIC PROBATION: When a student is placed on Academic Probation, the student's parents are notified in writing. They will also conference with faculty and the Director of Student Support Services to help improve the situation. Students who are placed on Academic Probation will be reviewed by the Academic Committee to determine future enrollment status.

ARRIVAL AND DISMISSAL PROCEDURES

Students are dropped off in front of Lower School and enter through the east side front door. Students may be dropped off no earlier than 7:35 a.m. unless signed up for early drop-off (see **Extended Day** section). Parents may park and walk students to classrooms only during the first week of school. Lower School students are not to be dropped off early at other divisions to wait until Lower School opens, as it is not the responsibility of Middle and Upper School faculty or staff to look after Lower School students. Lower School students in grade 4 who also have a Middle School sibling or students in grade 5 may be dropped off at the Middle School drop-off point behind the Lower School.

Students begin dismissal to car line at 3:05 p.m. and it ends at 3:30 p.m. Extended day and late pick-up options are available (see Extended Day section). Students not picked up by 3:30 p.m. will be sent automatically to the Common for extended day until picked up. Parents will be charged the $25 daily drop-in fee for pick-up after 3:30 p.m. Arrangements for dismissal changes need to be made in School Pass or with the front office prior to 2:00 p.m.

Note: Middle and Upper School students may pick up their Lower School siblings with the written permission of a parent or guardian on file. These students should meet their siblings at the Lower School side door exit OR Lower School siblings may walk up to meet their Middle or Upper School sibling with written permission. It is the parent's responsibility to arrange a meeting spot.

ATTENDANCE

Being a successful student requires that a child come to school daily, on time, and well-prepared to maintain the continuity of the academic program. This can only be accomplished through regular attendance. Acceptable reasons for absence include illness, death in the family, and certain religious observances. Please be conscientious about scheduling family travel. Families must plan vacations and travel so they have minimal impact on school attendance, including extended vacations before or after planned school days off. Appointments should be scheduled before or after school hours or during holidays whenever possible. Excessive absences, tardiness, or early dismissals will result in administrative review/action up to and including un-enrollment and non-renewal of contract.

Please do not ask to remove your child from class time, since this not only sacrifices the educational development of the child, but also disrupts the routine and instruction for the rest of the class. Lower School students will not be released to attend events in other divisions. DO NOT plan to pick up students in the office after 2:30 p.m. due to car line.

Instruction begins promptly at 8:10 a.m. Students who enter the classroom after 8:10 a.m. will be marked tardy. A student who arrives late must report to the Reception Desk.

Please call or email the school if your child is ill and will miss more than one day. Do not send a student to school until 24 hours after fever or vomiting. It is the responsibility of the student to make up work missed due to illness. (See "Make-Up Work.")

BIRTHDAYS

If arrangements are made with faculty in advance, a treat may be given to the whole class in accordance with classroom policy. The office cannot accept deliveries of gifts, balloons, flowers, etc. to the school for a child's birthday or other special occasion. If a child wishes to hand out invitations to birthday parties, etc., in the classroom, **ALL** classmates must be invited. If the party is boys only or girls only, it is permissible to hand out invitations to boys only or girls only. Invitations must be handled personally by the parents outside the school if this is not the case. The school cannot provide private addresses or contact information to parents for this purpose.

CAR LINE (SEE CAR LINE APPENDICES FOR MAP)

Families will be issued a carline number from their child's division. Students in the same family will utilize the same number.

All parents who drop-off/pick-up should remain in their cars in the car line. Pull forward when directed and then move as far forward as possible to allow the maximum number of vehicles to load. Should you drive an oversized vehicle, or if your student requires assistance to get in the car, please roll down your window and notify the nearest staff member. Car line numbers must be right side up and clearly visible until the car is through the exit gate. All children riding in car line should know their number.

The safety of the children is of utmost importance!

- Do not speed.
- Do not use cellphones or other electronic devices while in car line.
- Do not pass other vehicles unless directed to do so.
- Do not pass a school bus should one be present for field trips or other off campus activities.
- Do not move the car until all doors are closed.
- Do not allow passenger children or pets out of vehicles while waiting in line.
- Do not allow children to access the car's trunk while stopped in the car line.
- If a child has been delayed, pull into the parent parking zone to wait.

Parents are also welcome to park on Scholar Lane and walk up to check their students out at the Lower School after 3:20. p.m. Please park on the south side of Scholar Lane (closest to the school) in order to eliminate the need to cross the street.

Please register all drivers that may be taking students home during the school year in the **myMeadows** Parent Portal. This includes au pairs, babysitters, extended family, etc.

CONDUCT

The school believes that for social and intellectual self-discipline and self-management to develop, students must learn attitudes of orderliness in and out of the classrooms, dedication to school work, and respect for themselves and others. Students are expected to aid their teacher's efforts in the classroom and to respect the property of others.

The school may discipline at its sole discretion, including suspend or expel a student, whose conduct reflects unfavorably upon himself or herself or the school or violates the school's Conduct Guidelines. A student may not receive credit for work missed due to suspension.

The Meadows School hopes to create such a spirit of cooperation between the faculty and the students that discipline shall be self-imposed. Each student is expected to show courtesy and respect towards fellow students, faculty, staff, and others, to follow the directions of supervising adults on and off campus as well as online, and to be responsible for his/her own behavior and conduct at all times.

All principles of behavior that apply on the school campus extend to any school-related activity on or off campus, trips, sporting events, and to the buses and vehicles run by the school. (See "Conduct Guidelines.")

CONFERENCES

Parent-Teacher Conferences are conducted twice yearly. Fall conferences are mandatory. Spring conferences are optional at the request of the parent or the teacher. Parents wishing additional meetings at any time throughout the year may contact faculty for an appointment. Conferences are arranged online in Veracross via the **myMeadows Portal** approximately two weeks before the conference dates and parents are emailed with sign up instructions. Specialists are also included in online scheduling, but please note that these conferences are optional. They also may be scheduled as needed throughout the year by contacting the appropriate faculty member directly. The Academic Learning Specialist and School Counselor may also be contacted to join a conference.

DISCIPLINARY PROCEDURES

Discipline is handled first by the classroom teacher and/or specialist and is developmentally appropriate for each grade. Faculty will work with children to correct a behavior or solve a problem and will contact parents via a Veracross Behavior Report when they feel it is necessary via the **myMeadows Portal**.

It is the hope that students learn from their mistakes; however, repeat offenses or behavior that puts others in harm's way will be evaluated by the Director and may result, at the sole discretion of the school, in further disciplinary action, including up to a suspension or expulsion. A student's disciplinary history may come into play. The school may require a parent to pick up a student pending an investigation into a serious incident or if a suspension is necessary.

HOLIDAYS

Room Parents work with faculty in planning holiday treats and/or activities. Since these parties are learning opportunities, the school standards of behavior are expected at all times. Special day observances should be kept simple and at minimal expense. Amounts and types of foods should be in keeping with goals of good nutrition and be nut free. Students may not exchange gifts at school.

HOMEWORK POLICY

Homework assignments are made by faculty to extend in-class instruction, provide opportunities for students to work on an independent basis, to teach productive work habits, to foster responsibility, and to produce individual and creative assignments. Lower School assignments are typically given Monday through Thursday. Basic homework should also include independent reading and math fact practice. Children should never be allowed to work an unreasonable amount of time. If this becomes an issue, please contact your child's teacher.

INFORMATION FOR PARENTS

Information from the Lower School is sent to parents electronically and via backpack. Parents should check **myMeadows**, email, and children's backpacks daily for notification regarding calendar dates, activity sign-ups, special dress days, etc. Notices or fliers NOT generated by the school must be submitted to the Lower School director's office for approval prior to distribution.

KINDERGARTEN ELIGIBILITY

Students must be five years old before August 1 to begin kindergarten in the Lower School in the fall.

LUNCH

Lower School students in K-5th eat lunch in the Common. Students may bring their own lunches in the morning, or lunches are available for purchase from Sage Dining. **Please do not deliver lunch for your child on a regular basis.** Deliveries for students from restaurants will not be accepted.

MAKE-UP WORK

If a student is too ill to attend school, he/she is probably too ill to do school work. However, if the student's absenteeism results in the need for make-up work or homework, please contact the classroom teacher via email as early in the day as possible so they will have time during a free period to assemble the take-home work. Please let the Office know what time the work will be picked up and the name of the person responsible for the pick-up. Work may also be sent home with siblings. Individual faculty members will work with children to facilitate completion of assignments missed due to excused absences. For work that involves more than one school day, faculty may need 24 hours or more to gather work.

MEADOWS AFTER SCHOOL PROGRAMS (MAPS)

Meadows **A**fter-school **P**rogram**S** (MAPS) are organized by trimester and include arts, athletics, and academic enrichment courses. These courses and programs require additional fees which vary by activity. MAPS registration is done online at **www.themeadowsschool.org/maps** prior to the start of each quarter. Class sizes are limited. Registrations are processed in the order in which they are received; however, there are waitlists available.

Extended day

Extended day options are offered to parents who need to drop-off or pick-up their student(s) early or late from school. Early drop-off begins at 7:00 a.m., extended day goes until 4:30 p.m., and late pick-up until 6:00 p.m. These programs require additional fees. For more information or to register for extended day, go online to the Meadows school website or visit **www.themeadowsschool.org/maps**. Registration is done prior to the start of each quarter with the exception of drop-ins, which are accepted throughout the school year.

MIDDLE SCHOOL ADMISSION

Placement in The Meadows School sixth grade or any other grade is not implied or guaranteed through enrollment in Lower School.

PHYSICAL EDUCATION

Physical education is required for all Lower School students. If a physician has advised against participation in physical education classes, a written excuse from the physician must be presented to the physical education faculty and the school nurse. All such excuses from various types of physical activity should include specific information regarding the limitations requested and the time-frame of duration. (Lower School students do not change clothes for P.E.)

REPORT CARDS

Grade reports are issued on a quarterly basis through Veracross. These reports reflect grades and effort level for the grading period. Parents should access report cards through the **MyMeadows Portal** and review and discuss them with their children.

LETTER GRADE	NUMERICAL EQUIVALENT	LETTER GRADE	NUMERICAL EQUIVALENT
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	BELOW 60

E+, E, E-	Excellent performance
S+, S, S-	Satisfactory performance
N+, N, N-	Needs improvement

ROOM PARENTS

Room Parents, working with TMSPA, serve as the classroom liaison between the faculty and the parents. Duties may include new parent welcoming; oversight of field trips; organizing volunteers for events with faculty oversight; and updates to parents. There are one to two Room Parents per classroom who are selected from a candidate pool of volunteers at the start of the school year by a team of administrators and TMSPA President in consultation with faculty.

SCHOOL DAY

The doors of the Lower School are open to students at 7:15 a.m. For security reasons students are not to come to school earlier unless they have an appointment with a faculty member. Students must stay in their vehicles until faculty or staff arrives to begin the car line. All students are expected to arrive at 8:00 AM for our morning pledge and instruction begins promptly in the classroom at 8:10a.m.

Lower School is dismissed at 3:05 p.m. All students must be picked up by 3:30 p.m. unless signed up for extended day or late pick-up. All students who are not picked up by 3:30 p.m. will automatically be sent to extended day and charged accordingly per minute. On days when school is dismissed for half-day sessions, students are to be picked up promptly. Under no circumstances are students to roam the halls or return, unescorted, to the classroom.

SMART DEVICES

Cell phones, smartphones, and smartwatches should be kept on silent mode and in backpacks at all times during the school day. Parents wishing to contact students should do so by calling the front desk. Messages will be delivered as soon as reasonably possible. All cell phone use falls under the "Technology Responsible Use Policy" as described herein. Failure to use cell phone or smartphone technology appropriately will result in a loss of the privilege and/or disciplinary action. **The school is not responsible for any lost or damaged devices.**

TELEPHONE SERVICE

The telephone in the Lower School is actively answered between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday (except for specified holidays), at 702-797-5880.

UNIFORM REQUIREMENTS

The students of The Meadows School are required to wear a uniform during regular class hours and at school-related performances or field trips. The purpose of the uniform is to foster school pride and to eliminate concerns about socioeconomic distinctions in the school.

Students and parents are to refer to the All-School Dress Code in the general section of this handbook to determine appropriate items for daily wear or special occasions.

Parents will be notified, generally via the **MyMeadows Portal**, if a student is not in proper uniform attire. Uniform violations are recorded in the student's Lower School record.

All uniforms, sweaters, jackets, sweatshirts, and lunch boxes must be clearly labeled with the child's name, not initials. Lost items cannot be returned without proper identification.

Middle School
(6-8)

DIRECT LINE
702-797-5933
7:30 a.m. until 3:45 p.m.

GENERAL NUMBER
702-254-1610

Each student and each parent is to be familiar with,
adhere to, and be responsible for the contents of this Handbook.

ACADEMIC REQUIREMENTS

Students must meet the requirements shown below in order to maintain **Satisfactory** academic status. Core academic subjects are: English, world languages, history/social science, mathematics, and science.

ACADEMIC STATUS

A student's academic status is computed using the unweighted grades from all core academic subjects. This status is determined by the Registrar for each division and is communicated to the Advisor. Students who meet the criteria for "Honors" or "High Honors" are included on the appropriate Honor Roll. "Honors" or "High Honors" status should not be confused with the standards for the National Junior Honor Society or any other Honor Society. Please note that GPAs are not rounded for Honor Societies or Honor Roll consideration.

HIGH HONOR ROLL: To attain this level, a student must:

1. Maintain a 3.5 GPA or higher.
2. Have no grade lower than a B- in any class.

HONOR ROLL: To attain this level, a student must:

1. Maintain a 3.0 GPA or higher.
2. Have no grade lower than a C- in any class.

SATISFACTORY ACADEMIC STATUS: To attain this level, a student must:

1. Maintain a 2.0 GPA or higher.
2. Have no more than one grade below C- in any class.
3. Have no failing grades.

ACADEMIC WARNING (UNSATISFACTORY STATUS): A student is placed in this status when he/she has:

1. Received a cumulative marking period average below 2.0; or
2. Received two or more grades below C-; or
3. Received one failing grade in any class.

Parents will be notified in writing of **Academic Warning** (**Unsatisfactory)** status at the end of each quarter. If the student does not return to **Satisfactory** standing by the end of the following quarter, he or she will be placed on **Academic Probation** (see Academic Probation). Middle School Academic Warnings and Honor Rolls are calculated both quarterly and at the end of each semester.

ACADEMIC/CONDUCT POLICIES

Academic Probation

When a student is placed on **Academic Probation**, the student's parents are notified in writing of the status, a mandatory parent conference is conducted, and a plan of action is developed and implemented to correct the situation. A student who is placed on **Academic Probation** is subject to review by the Faculty Committee at the end of the period/quarter to determine whether it is in the best interest of the student to continue at the school. The recommendation of the Faculty Committee is forwarded to the Director for review and action.

The Meadows School administration reserves the right to address academic deficiencies with action by the Director and the Head of School at anytime and for any reason.

Disciplinary Procedures

Discipline is handled first by the classroom teacher and/or staff member. Faculty will work with the child to correct a behavior and will inform parents via a Veracross Behavior Report when they feel it is necessary.

It is the hope that student learn from their mistakes; however, repeat offenses, behavior that is consistently disruptive to the learning of others, or may cause harm to others will be evaluated by the Middle School administration and may result in further disciplinary action, including detention, suspension, or expulsion. The disciplinary action is at the sole discretion of the school.

ADVISORS & ADVISORY PROGRAMS

Faculty members are assigned as Advisors to students at the beginning of the school year. Advisors communicate with individual faculty to assist students in monitoring their progress. Advisors receive copies of formal progress reports, which are reviewed and coordinated by the administration. They also monitor the general well-being of the students. Advisors serve as advocates for their advisees and help to foster healthy relationships and build a sense of community.

Any parent with a concern regarding his/her child and/or the school should call or email the student's Advisor. If the issue cannot be resolved by telephone or email, a conference should then be arranged. Major issues requiring immediate attention should be directed to the administration.

ASSEMBLIES

Regular assemblies are conducted to promote academic collegiality, to stimulate and maintain a sense of community, to inform students about important events, to provide for guest speakers or performers, to provide a forum for Student Government, and for other purposes. Attendance at assemblies is mandatory.

ATHLETICS AND SPECIAL EVENTS

Students involved in after-school athletics will leave their belongings in their lockers unless the event occurs after 4:30 as custodians lock the buildings at this time. Students are to enter the locker room area through the specific door designated by the coach in charge of the sport. Students should conduct themselves in a school-appropriate manner until they leave or are picked up by a parent/guardian.

Each coach or sponsor distributes written guidelines and procedures to be followed in the participation of his/her activity. It is the responsibility of each student to understand and adhere to these guidelines, as well as the Conduct Guidelines. See the Athletic Handbook for more information.

ATTENDANCE

Attendance is an important aspect of success at TMS. Students who are not in class should not expect the same experience as students who are present. If possible, we encourage students to give a full week of notice for planned absences. Students should make arrangements with their teachers for the work they will miss. It is the responsibility of the student to ask for help or get support in order to complete missed work. Students and families will know what work is available before an absence and what must be completed upon return. In general, students have one day to complete work for each day they are gone, regardless of the reasons for the absence. If other arrangements need to be made, teachers will inform the administration and Student Services Support Team.

All Tardies, Absences and Early Dismissals need to be emailed to MSattendance@themeadowsschool.org

A meeting with teachers, administrators, and a member of the Student Services Support Team is required for students with excessive absences, those who do not make up their work in a timely manner, or whose absences are significantly affecting their grades. If absences become a barrier to success, it is important for clear communication between the school and families to provide reasonable support for a student. However, those who decide to participate in activities that require traveling, like club sports, etc., should understand that this is a choice and will affect their child's academic experience.

All of the above conditions are at the discretion of the division administration.

Pre- and Post-Vacation/Holiday Absences: There is an obvious difficulty in maintaining the continuity of the academic program when parents take extended vacations before or after planned school vacations. Please be conscientious about scheduling family travel.

Early Notice of Absence: In the event that an absence is known in advance (i.e., doctor's appointment, wedding, outside sports event, etc.), parents should notify the office, and the student should communicate the date of absence to his/her teacher and retrieve any work he/she will need to turn in upon returning to school. Students should also communicate with their teacher, in advance of their absence, with respect to when they can make up any test or quiz they may be missing.

Tardy Student Sign In: All students who arrive late to school, whether excused or not, will not be admitted to class

without first signing in at the front desk. Students who are tardy to school or to any class five times will receive a detention.

AWARDS/RECOGNITIONS/ENDOWED PRIZES

Awards are given to students reflecting outstanding accomplishments in academics, arts, extracurriculars, and athletics as well as for outstanding demonstrations of our Core Values throughout the year.

Awards are given by grade level at the Arts and Academic Awards Ceremony to the outstanding Middle School students in all subject areas.

Students of the Year are selected at each grade level by a faculty committee that considers grades, test scores, conduct, and contributions to the school in its selection process.

BIRTHDAYS AND SPECIAL OCCASIONS

If families would like to bring in treats for birthdays or other special events, arrangements must be made with staff prior to the event. Food must be delivered to the front desk and the student responsible should distribute food to students on a predetermined list.

Party busses and limousines are not allowed to pick up on campus without permission from the Director of School Safety & Operations Coordinator.

CONFERENCES

Middle School conferences may be arranged as the need arises. It is the purpose of a conference to review current levels of progress and to plan for future success.

FINAL EXAMS

During the last week of the first and second semesters in Middle School, students are required to take a comprehensive Final Exam covering the semester's study that will be given in select academic course according to a schedule approved by the Middle School Director for such purposes. Courses not giving exams will have a mandatory project or assignment. Students will attend school for half a day on these days.

Students shall wear daily uniforms to school during final exam weeks.

HOMEWORK POLICY

The students of The Meadows School must expect to complete homework in order to master the material presented in class. The purpose of the homework is to reinforce the day's lessons and to prepare students to participate meaningfully in the next day's class.

Parents are asked to provide a quiet, well-lighted environment for study, to encourage the development of regular and consistent patterns of study habits, and to maintain an active interest in the academic progress of their child.

IMMUNIZATIONS

Students enrolling in the seventh grade must receive one dose of the Tetanus, Diphtheria, and Pertussis (Tdap) vaccine and their first dose of the quadrivalent meningococcal conjugate vaccine (MCV4). These vaccines must be received on or after the student's tenth birthday, but no later than the first day of seventh grade. Refer to the Immunization Policy in the **MyMeadows Portal** for more information.

INCOMPLETE COURSES

When illness or other unforeseen occurrences preclude the completion of the assignments or testing necessary to receive a grade for a course, an incomplete (INC) will be reflected on the report card. **It is the responsibility of the student to work out a satisfactory plan with the teacher to complete the work in order to receive a grade for**

the marking period. This should be accomplished within two weeks, after which the incomplete grade will become an "F," unless there are extenuating circumstances approved by the Director.

LOCKERS AND LOCKER VISITS

Each student is provided with a locker to be used solely for storage of outer garments, personal property, and school materials. The locker is the property of the school and is loaned to the student for use during the school year. As such, all lockers are subject to inspection by school officials at anytime. Lockers must be left in the general condition in which they were issued. Students who damage their lockers will be held financially responsible for the damage and the locker(s). Personal property left in the locker bays and community areas during class time without permission run the risk of being confiscated and is subject to disciplinary action.

The school is not responsible for items lost or stolen from lockers. Lockers and lock combinations are provided to assist students in securing property in lockers. Lockers are to remain locked at all times when not in use.

LUNCH

Fifth, sixth, seventh, and eighth grade students will eat their lunches in the Middle School Common, the outdoor courtyard, or other areas designated by the administration. Microwave ovens are provided for student use. Students are not permitted to eat lunch inside the Center for the Arts or Athletic Complex.

Please see "Lunch Program" located in the General School Information section for more information regarding the purchasing of student lunches or the school website.

MEDICATIONS

With the exception of controlled substances, students in Middle School may possess prescription and/or over-the-counter medication on campus and may self-medicate with parent permission. A completed Medication Self-Administration Authorization Form must be on file with the Nurse's Office. Refer to the Medication Administration Policy in the **MyMeadows Portal** for more information. **Students may not share medication with other students.**

PHYSICAL EDUCATION

Physical education or participation on a TMS athletics team is required for all Middle School students.

PROGRESS REPORTS

Middle School Progress Reports are used to communicate important information about individual student performance in a specific class. Generally, diagnostic and prescriptive in nature, these reports help students and parents monitor academic growth. Additional reports are generated as needed or by special arrangement with faculty or the advisor of a student.

REPORT CARDS

Grade reports are issued on a quarterly basis through Veracross. These reports reflect grades for the grading period. Middle School students accumulate grades from each quarter, along with semester examinations, to comprise a semester grade for the course. Report cards are made available at the end of each academic term online via the **MyMeadows Portal**.

LETTER GRADE	NUMERICAL EQUIVALENT	QUALITY POINTS
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3

D	63-66	1.0
D-	60-62	0.7
F	BELOW 60	0.0

SCHOOL DAY

The doors of the Middle School are open to students at 7:00 a.m. Students are not to come to school earlier unless they have an appointment with faculty or an Early Bird class. Middle School students are expected to be in class promptly at 7:50 a.m. Upon dismissal of school at noon or at the end of a normal school day, students should be participating in after-school activities, meeting faculty for extra help, or preparing to leave school. Custodians begin cleaning the buildings at 4:00 p.m., so students should refrain from roaming hallways or being in the locker areas or Common of their respective division. Students are not to remain in classrooms or in buildings unattended.

Middle School students are dismissed at 3:15 p.m. unless attending a practice. On days when school is dismissed for half-day sessions prior to holidays, students are to be picked up promptly at noon.

Students who are participating in special athletic or other extracurricular activities after school are to report to the areas where these events will be conducted. Students remaining on campus to wait for an activity to begin are responsible for their own behavior and are subject to the Code of Conduct Guidelines laid out herein.

Car Line (See Car Line Appendices for map)

Parents who drop-off/pick-up their children must follow the car line route provided by the school. All parents must remain in their cars in the car line. Pull forward when directed and then move as far forward as possible to allow the maximum number of vehicles to unload/load. The safety of the children is of utmost importance!

- Do not speed.
- Do not use cellphones or other electronic devices while in car line.
- Do not pass other vehicles unless directed to do so.
- Do not pass a school bus should one be present for field trips or other off campus activities.
- Do not move the car until all doors are closed.
- Do not allow passenger children or pets out of vehicles while waiting in line.

SMART DEVICES

In the Middle School, cell phones and similar devices (such as smartwatches), must be kept on silent mode and put where designated during the school day from 7:50 a.m. to 3:15 p.m. or until the end of athletic practice. Headphones, earbuds, and air pods are only allowed in study hall with the permission of the Study Hall Monitor or in classes with the permission of the instructor. If used otherwise, or in the halls or common areas, they will be confiscated and turned over to an administrator. So as not to interrupt classes, parents wishing to contact students should do so by calling the front desk. Messages will be delivered as soon as reasonably possible. All cell phone use falls under the "Acceptable Use Policy" as described herein. Failure to use smart device technology appropriately will result in a loss of the privilege and/or disciplinary action. **The school is not responsible for any lost or damaged devices.**

STUDY HALL

Sixth grade students are assigned a curricular study hall during the school day, and seventh and eighth graders are allowed to take a study hall as one of their two electives. Curricular study halls are designed for quiet individual study only. Students are required to report to study hall on time with sufficient materials in hand to keep them busy for the entire class period. Students who persist in disrupting study halls in any way will be subject to discipline action, up to and including suspension and expulsion. Students receiving specialized accommodation will be assigned to the Student Support Team Study Hall.

TELEPHONE SERVICE

The telephone in the Middle School is actively answered between the hours of 7:30 a.m. and 3:45 p.m., Monday through Friday (except for specified holidays), at 702-797-5933.

TESTING

The school participates in a variety of testing programs to assist students and parents in assessing and in monitoring student academic progress. Some are offered with an additional charge to the students (see asterisk [*] in following).

The Educational Records Bureau (ERB) examination is given to all students in grades six and seventh annually each fall. Eighth grade students take the SSAT.

UNIFORM REQUIREMENTS

The students of The Meadows School are required to wear a uniform during regular class hours and at school-related performances or field trips. The purpose of the uniform is to foster school pride, easily identify students in our community, and to eliminate concerns about socioeconomic distinctions in the school.

Students and parents are to refer to the All-School Dress Code in the general section of this handbook to determine appropriate items for daily wear or special occasions.

Parents will be notified if a student is not in proper uniform attire. Violations will be communicated through the **MyMeadows Portal**.

In the Middle School, students will be assigned a detention after receiving five citations, which may include dress code violations.

After the first detention, non-compliance could result in a student being sent home.

All uniforms, sweaters, jackets, sweatshirts, lunch boxes, and water bottles should be clearly labeled with the student's name. Lost items cannot be returned without proper identification.

VISITORS

Former students and relatives of students may be welcome as **visitors** on campus **during non-instructional times with prior approval.** Visitors are to sign in at the front office and will receive a **visitor's badge**, which is to be worn while on campus.

Upper School
(9-12)

DIRECT LINE
702-797-5835
7:20 a.m. until 3:30 p.m.

FAX NUMBER
702-254-3852

GENERAL NUMBER
702-254-1610

Each student and each parent is to be familiar with,
adhere to, and be responsible for the contents of this Handbook.

ACADEMIC REQUIREMENTS

Students must meet the requirements shown below in order to maintain **Satisfactory** academic status. Core academic subjects are: English, world languages, history/social science, mathematics, and science.

Grades nine through eleven require five core academic subjects and offer two elective opportunities from which students must select at least one. The minimum course load is six.

Grade twelve requires three core academic subjects and offers four elective opportunities. **Students must select at least two academic electives and may select up to two other electives.** The minimum course load is six.

ACADEMIC STATUS

A student's academic status is computed using the unweighted grades from all core academic subjects. This status is determined by the Registrar for each division and is communicated to the Advisor. Students who meet the criteria for "Honors" or "High Honors" are included on the appropriate Honor Roll. "Honors" or "High Honors" status should not be confused with the standards for the National Honor Society or any other Honor Society. Please note that GPAs are not rounded for Honor Societies or Honor Roll consideration.

HIGH HONOR ROLL: To attain this level, a student must:

1. Maintain a 3.5 GPA or higher.
2. Have no grade lower than a B- in any class.

HONOR ROLL: To attain this level, a student must:

1. Maintain a 3.0 GPA or higher.
2. Have no grade lower than a C- in any class.

SATISFACTORY ACADEMIC STATUS: To attain this level, a student must:

1. Maintain a 2.0 GPA or higher.
2. Have no more than one grade below C- in any class.
3. Have no failing grades.

ACADEMIC WARNING (UNSATISFACTORY STATUS): A student is placed in this status when he/she has:

1. Received a cumulative marking period average below 2.0; or
2. Received two or more grades below C-; or
3. Received one failing grade in any class.
4. Dropped two letters grades in any class.

Parents will be notified in writing of **Academic Warning** (**Unsatisfactory)** status at the end of each grading period. If the student does not return to Satisfactory standing by the end of the following grading period, he or she will be placed on **Academic Probation** (see Academic Probation).

ACADEMIC STATUS (FOR GRADUATION)

A student's academic status for graduation is computed using unweighted grades from all core subjects from every semester in the Upper School. This status is determined by the Upper School Registrar and communicated to the Upper School Director.

HIGH HONORS: To graduate with High Honors a student must:

1. Have a Cumulative Unweighted GPA of 3.5 or higher.

HONORS: To graduate with Honors a student must:

1. Have a Cumulative Unweighted GPA of 3.0 or higher.

ACADEMIC/CONDUCT POLICIES

Academic Probation

When a student is placed on **Academic Probation**, the student's parents are notified in writing of the status, a mandatory parent conference is conducted, and a plan of action is developed and implemented to correct the situation. A student who is placed on **Academic Probation** is subject to review by the Faculty Committee at the end of the period/quarter to determine whether it is in the best interest of the student to continue at the school. The recommendation of the Faculty Committee is forwarded to the Director for review and action. A student who remains on **Academic Probation** beyond one quarter may be asked to withdraw.

The Meadows School administration reserves the right to address academic deficiencies with action by the Director and the Head of School at anytime and for any reason.

Disciplinary Procedures

Citation/Detention System

Students found to be in violation of the Conduct Guidelines will be disciplined by means of multiple measures, including behavior notifications, detentions, or ultimately, by suspension or expulsion, at the sole discretion of the school. A School Counselor may also be brought in to assist students in learning the skills needed so that they do not repeat an infraction. More serious infractions will be handled by the Division Director or Dean of Students. Examples of serious infractions include, but are not limited to, fighting, use of inappropriate language, disrupting the learning environment, or harassment and may result in detention, suspension or expulsion.

Minor infractions, including but not limited to, tardiness or uniform violations will result in a student being given a citation. Students will be assigned detention after 3 uniform violations or 5 tardies and parents will be notified with a behavior notification. Parents will be notified via the **myMeadows Portal** of each detention. **Transportation for students serving detention is the responsibility of the parent.** The first infraction after a student's second detention may result in a parent conference.

Any further infraction will result in administrative action up to and including suspension or expulsion from school, at the sole discretion of the school.

Disclosure Policy

Per the school's disclosure policy regarding disciplinary records, we cannot reasonably address all foreseeable disciplinary situations. Therefore, the Administration reserves the right to make decisions on a case-by-case basis whether to notify colleges/schools of infractions resulting in suspension or dismissal from the school if this information is requested. We do not report disciplinary actions that occurred at previous schools attended. Nor do we report academic probation to the college because those are internal measures students use to improve academic performance, and this performance is reflected ultimately on the students' transcripts. If a student's disciplinary standing changes substantially at any time after the college admission process has begun, we may notify the colleges. We counsel students to provide colleges with further information, any extenuating circumstances, and the effects of the action upon them. If a student withdraws from the school to avoid disciplinary action, we still reserve the right to report the infractions to the colleges.

Honor Code Committee (Also See Honor Code)

A committee comprised of students and faculty members will oversee all honor code cases deemed appropriate by the administration. Cases brought to the Committee may come from students, faculty, or staff. It is the policy of the Committee to handle cases in a timely manner. Parents of the student with a potential violation will be notified in advance of any convened hearing. All parties involved will make statements regarding the alleged offense. The Committee will hear the case, review the evidence regarding the alleged offense, make a determination of responsibility, and recommend an appropriate penalty to the Division Director and Dean of Students. The deliberations of the Committee are confidential.

Penalties

Students found in violation of the Honor Code may not be eligible to run for or hold office in Upper School student council for one calendar year from the date of the offense. Further, students found guilty of such violations may be removed from all Honor Societies and/or be prevented from being inducted into any Honor Societies for a minimum of one year.

ADD/DROP POLICY

All students have one 8-day rotation to add or drop a course at the beginning of each semester. Exceptions to this time period must be approved by the Upper School Director.

When a course is dropped after the deadline, the transcript will reflect this by reading either "withdraw/pass" or "withdraw/fail."

ADVANCED PLACEMENT/TOPICS

All students who take an Advanced Placement class are required to take the Advanced Placement Exam at the completion of the course.

Failure to sit for the Advanced Placement Exam will result in the AP designation being changed to an Honors designation on the student's transcript.

ADVISORS & ADVISORY PROGRAMS

Faculty members are assigned as Advisors to students at the beginning of the school year. Advisors communicate with individual faculty to assist students in monitoring their academic progress. Advisors receive copies of formal progress reports, which are reviewed and coordinated by the administration. They also monitor the general well-being of the students. Advisors serve as advocates for their advisees and help to foster healthy relationships and build a sense of community.

Any parent with a concern regarding his/her child and/or the school should call or email the student's Advisor. If the issue cannot be resolved by telephone or email, a conference should then be arranged. Major issues requiring immediate attention should be directed to the administration.

The purpose of the Upper School Advisory program is to not only provide mentorship and support to our students, but to help them continue to develop their social/emotional skills. Moreover, it is designed to enrich their lives by connecting them to the community beyond our walls to create compassionate and curious young men and women who truly make a difference. During Junior and Senior years, much of our College Counseling curriculum and activities are embedded into advisory. **The Upper School expects all students to participate fully in advisory, as it enhances their academic and social skills, as well as fosters character, discovery, inclusion, and community.**

ASSEMBLIES

Regular assemblies are conducted to promote academic collegiality, to stimulate and maintain a sense of community, to inform students about important events, to provide for guest speakers or performers, to provide a forum for Student Government, and for other purposes. Attendance at assemblies is mandatory.

ATHLETICS AND SPECIAL EVENTS

Please see the Athletic Handbook for more information.

ATTENDANCE

Education is a collaborative and communal endeavor where true learning occurs in real-time through classroom discussion, laboratory exploration, and peer interaction. While we recognize that unexpected absences—such as illness or family emergencies—are unavoidable, our ability to support students relies on transparent partnership and proactive communication.

To effectively partner with the school, families must adhere to the following notification protocols:

- Unexpected Absences: Parents or guardians must notify the school via email at usattendance@themeadowsschool.org by 8:15 am on the morning of the absence.
- Planned Absences: The school must be notified, and an academic coordination plan established. An Early Notice of Absence form is available at the Upper School Front Desk and should be completed as far in advance as possible but no later than 2 weeks prior to the absences.

Timely communication allows the school to effectively support your student. Conversely, delayed or absent communication strains faculty resources and challenges the academic standards of our community.

CLASSIFICATIONS OF ABSENCE

To maintain academic continuity, the Upper School tracks attendance by individual class period, rather than by the overall school day. Absences are classified into four categories:

- Excused Absences: These absences include illness, family emergencies, or documented medical/dental appointments, DMV appointments, or observance of religious holidays. Timely parent notification is required to be considered excused.
- Late-Notified Absences: Absences where the school is notified of the reasoning after the missed day(s) occurred. While the explanation is noted, the delay disrupts administrative planning and is recorded distinctly.
- Unexcused Absences: Absences for which the school receives no communication, or absences taken for reasons non-essential to student health and welfare (including strategic absences, skipping classes, holiday travel during academic term).
- School-Related Absences: Absences due to school-sanctioned events (e.g., athletics, academic competitions, field trips, etc.). These do not count toward a student's official absence thresholds, though students remain fully responsible for their coursework.

ACADEMIC EXPECTATIONS AND MAKE-UP WORK

Out of respect for the learning process and faculty efforts, the expectations for academic recovery are immediate and rigorous:

- Expectation of Immediacy: Students are expected to check their Canvas portal during their absence. A missed class does not pause the academic calendar or extend standard deadlines.
- Familiarity with Individual Course Syllabi: While this document outlines the school's overarching attendance framework, students are strictly required to review and familiarize themselves with each teacher's individual course syllabus. Teachers maintain specific expectations, procedures, and timelines regarding missed instruction and daily assignments unique to their classrooms.
- Assessments and Projects: If a student has an Excused or School-Related absence on the day of a scheduled assessment or project deadline, they must be prepared to complete the work or submit the project on the day they return to campus, or at a time strictly designated by the instructor. The opportunity to make up missing assignments/ assessments due to Late-Notified and Unexcused absences is not guaranteed. Students will need to petition their teacher(s) and the Division Director to receive permission to make up missing work. Please note this may be at a reduced point value (see teacher's individual course syllabus).
- The Strategic Absence Rule: If a student arrives late or is dismissed early on the day of any assessment, they must report to the instructor to complete that assessment on that same day. Failure to do so may result in an academic penalty.

TIERED ATTENDANCE INTERVENTIONS

We utilize a tiered intervention system based on individual class-period absences per semester:

Tier 1: System Awareness (3 Absences in a Single Class)

Upon the third absence in any single class period, a notification is sent to the student, parents, and faculty advisor. The goal at this stage is strictly proactive awareness regarding how quickly cumulative absences accrue.

Tier 2: Academic Accountability (5 Absences in a Single Class)

Upon the fifth absence in any single class period, the student will be assigned to a mandatory Academic Lunch Work Period. This structured session will continue daily until all outstanding assignments, missed assessments, and project components for that specific course are fully completed and verified by the instructor. This intervention prevents the student from falling into a cumulative backlog of work.

Tier 3: Institutional Review and Restoration (8 Absences in a Single Class)

Reaching eight absences in a single class period represents a critical loss of instructional time. At this threshold, the intervention elevates to an institutional level and will consist of the following possibilities. This consequence will be determined by the Division Director in consultation with the teacher(s) involved and other academic leaders and may include one or more of the following:

- The Attendance Restoration Committee Meeting: The student and parents must attend a formal review with the Division Head and the faculty advisor.
- The Restoration Contract: To maintain enrollment and eligibility for full course credit, the student must enter into a formal Academic and Attendance Contract.
- Mandatory Instructional Recovery Hours: To support the student's mastery of missed collaborative work without adding to faculty burden, the student will be required to complete supervised after-school or weekend "Instructional Recovery Hours" on campus. Future unexcused or strategic absences following the execution of this contract will place the student's final course credit and enrollment status in jeopardy.

AUTOMOBILES/PARKING

Students must complete the Parking Permission Request Form annually in order to drive on campus. This form includes license plate number, make and model of vehicle, and a parental signature. All staff, students, and parents are required to register their vehicle with the school and to display a security decal to drive and park on campus. **Students are required to submit and maintain current, valid driver's licenses to the Business Office for our records. Student vehicles must have up-to-date decals displayed in order to park in the school parking lot.**

Students with vehicles are to park in their assigned spaces in the student sections of the parking lots only. Under no circumstances are students to park in spaces reserved for faculty or guests or in other designated areas. **Students are to operate their vehicles in compliance with all school rules and city and state laws. Students are to observe the speed and traffic flow diagram while driving on campus (see Car Line Information map).** Students found to be in violation of any of these standards are subject to loss of on-campus driving/parking privileges. Under no circumstances are any privately-owned vehicles to enter or use internal campus roads or walkways. Parking concern notices will be communicated through the **MyMeadows Portal**.

AWARDS/RECOGNITIONS/ENDOWED PRIZES

Awards are given to students reflecting outstanding accomplishments in academic, art, extracurricular, and athletic areas.

Awards are given by grade level at the Arts and Academic Awards Ceremony to the outstanding Upper School students in all subject areas.

Students of the Year are selected at each grade level by a faculty committee that considers grades, test scores, conduct, and contributions to the school in its selection process.

COLLEGE COUNSELING

College Counseling at The Meadows School is based on creating a partnership between the college counselors, students, and parents beginning in eighth grade and continuing throughout high school to explore, prepare, and accomplish students' post-secondary dreams and aspirations.

Students are assigned a college counselor at the beginning of their freshman year and together they work closely throughout their high school journey. The college counselors offer grade-appropriate programs for parents and students as well as college counseling related activities and lessons in Advisory.

Starting in eighth grade, the college counselors educate students and families about college planning, goal setting, time management, and self-discovery. As freshmen and sophomores, students are laying a foundation for their high school experience, adjusting to the academic rigor, and immersing themselves in meaningful activities outside the classroom. Programming for freshmen and sophomores focuses on helping students develop a rigorously appropriate four-year academic plan, engaging with extracurricular opportunities, developing relationships, and maximizing their high school years.

During junior year and continuing through senior year, students explore college options, learn about the college application process, and work on college application components. Individual meetings and advisory lessons cover a variety of topics including: the college list and college research, career possibilities, resumes, social/emotional well-being and stress management, faculty recommendations, standardized testing, interviewing, essay writing, and scholarships and financial aid.

While seniors are required to meet individually with their college counselor each semester, students and/or their parents can make additional appointments for assistance as needed. Students are encouraged to take advantage of every opportunity to challenge themselves both inside and outside the classroom, pursue extracurricular activities they are passionate about, engage with self-discovery and career exploration, and play an active role in fulfilling their academic, personal, and professional goals.

COMMUNITY ENGAGEMENT

The Community Engagement Program seeks to give students an opportunity to acquire a greater sense of self and community.

Students in Grades 9-12 must complete a 144 hour active service requirement prior to graduation. However, many students elect to volunteer with organizations, hospitals, etc. in the summer as it provides students with opportunities to involve themselves in a field or position that may relate to their undergraduate studies or professional objective.

All service hours completed must be documented on the school required form available at the front desk.

DMV FORMS

If a student needs a DMV attendance form signed, they must print and fill out the form and bring it to the Upper School front office for the attendance clerk and signature. Upper School attendance policies must be adhered to in order for this form to be signed.

ELIGIBILITY

The Meadows School encourages all Upper School students to participate in both competitive and non-competitive extracurricular activities. In order to do so, each student must maintain satisfactory grades in all subjects.

An **eligible student** is one who may participate in school-sanctioned, extracurricular activities. An **ineligible student** may not participate in these activities.

FINAL EXAMS

During the last week of the first and second semesters in Upper School, students may be required to take a comprehensive Mid-term or Final Exam covering the semester's study and lasting approximately two hours that will be given in connection with most academic courses according to a schedule approved by the Upper School Director for such purpose.

Upon approval from the school, a student may take a make-up Mid-term or Final Exam. Make-up Mid-term or Final Exams may only be given after the scheduled date of the Exam and faculty are required to administer an equitable alternative exam.

Students shall wear daily uniforms to school during final exam weeks.

GPA WEIGHTING SYSTEM

All Honors classes receive an extra .02 GPA weighting per semester for each class which is factored into the overall GPA. All Advanced Placement and Advanced Topics courses receive an extra .03 GPA weighting per semester.

GRADUATION REQUIREMENTS

Graduation requirements from The Meadows School Upper School are: four years of English, four years of social science (including U.S. Government and Economics & Financial Literacy), four years of mathematics, three progressive and consecutive years of a single world language, three years of science (a year each of biology, chemistry, and physics), one year of visual or performing arts, 0.5 credits of health, two years of physical education or the equivalent of four athletic seasons, and community engagement (see community engagement section). A total of 23 credits are required for graduation.

HOMEWORK POLICY

Faculty provide guides and timelines for assignments to assist students in planning for successful completion of the project. **If students are absent, in general, they will have one day for every day they were absent to complete their homework, but must communicate with their teacher prior to their return to school.**

IMMUNIZATIONS

Students enrolling in the twelfth grade must receive their second dose of the quadrivalent meningococcal conjugate vaccine (MCV). This vaccine must be received on or after the student's sixteenth birthday, but no later than the first day of twelfth grade. Refer to the Immunization Policy in the **MyMeadows Portal** for more information.

INCOMPLETE COURSES

When illness or other unforeseen occurrences preclude the completion of the assignments or testing necessary to receive a grade for a course, an incomplete (INC) will be reflected on the report card. **It is the responsibility of the student to work out a satisfactory plan with the teacher to complete the work in order to receive a grade for the marking period.** This should be accomplished within two weeks, after which the incomplete grade will become an "F," unless there are extenuating circumstances approved by the Director.

LOCKERS AND LOCKER VISITS

Each student is provided with a locker to be used solely for storage of outer garments, personal property, and school materials. The locker is the property of the school and is loaned to the student for use during the school year. As such, all lockers are subject to inspection by school officials at anytime. Lockers must be left in the general condition in which they were issued. Students who damage their lockers will be held financially responsible for the damage and the locker(s).

The school is not responsible for items lost or stolen from lockers. Lockers and lock combinations are provided to assist students in securing property in lockers. Lockers are to remain locked at all times when not in use.

LUNCH

Students in Upper School may eat their lunches in the Upper School Common, outside within view of the Upper School, or in classrooms under faculty supervision. Microwave ovens are provided for student use in the Upper School Common. Students in Middle and Upper School are not permitted to eat lunch inside the Center for the Arts or Athletic Complex.

Please see "Lunch Program" located in the General School Information section for more information regarding the purchasing of student lunches or the school website.

MEDICATIONS

With the exception of controlled substances, students in Middle and Upper School may possess prescription and/or over-the-counter medication on campus and may self-medicate with parent permission. A completed Medication Self-Administration Authorization Form must be on file with the Nurse's Office. Refer to the Medication Administration Policy in the **MyMeadows Portal** for more information. **Students may not share medication with other students.**

PHYSICAL EDUCATION

Upper School students have a two-year physical education requirement that must be satisfied prior to graduation. Upper School students may meet the physical education requirement by participating in four athletic seasons during their school tenure. Students may earn a maximum of one physical education credit per school year.

PROGRESS REPORTS

Progress Reports are used to communicate important information about individual student performance in a specific class. Generally, diagnostic and prescriptive in nature, these reports help students and parents monitor academic growth. Additional reports are generated as needed or by special arrangement with faculty or the advisor of a student.

REPORT CARDS

Grade reports are issued on a semester basis through Veracross. These reports reflect grades for the grading period. Upper School students accumulate semester grades and examinations to comprise a semester grade for the course. Report cards are made available at the end of each academic term online via the **MyMeadows Portal**.

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C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	BELOW 60	0.0

SCHOOL DAY

The doors of the Upper School are open to students at 7:00 a.m. and close at 4:00 p.m. The bell schedule will be provided by the school.

CAR LINE

Parents who drop-off/pick-up their children must follow the car line route provided by the school. All parents must remain in their cars in the car line. Pull forward when directed and then move as far forward as possible to allow the maximum number of vehicles to unload/load. The safety of the children is of utmost importance!

- Do not speed.
- Do not use cellphones or other electronic devices while in car line.
- Do not pass other vehicles unless directed to do so.
- Do not pass a school bus should one be present for field trips or other off campus activities.
- Do not move the car until all doors are closed.
- Do not allow passenger children or pets out of vehicles while waiting in line.

SENIOR PRIVILEGE

By tradition, seniors have the privilege to arrive late or to leave early if their Flex Period begins or ends the school day, to use the Senior Lounge, and to enjoy such other privileges as they may be granted.

Recognizing the meaning of privilege, the administration may require seniors to earn these privileges at the beginning of their senior year and may revoke these privileges, either individually or collectively, if they are abused.

Despite their privileges, seniors must attend advisory and all assemblies and scheduled classes or school meetings, seniors must sign in/out if they arrive late or leave early.

SMART DEVICES

Cell phones and similar devices (such as smartwatches), should be kept on silent mode and put away at all times. Students are not permitted to use devices in the halls or other common areas. Headphones, earbuds, and air pods are allowed in study hall with laptops and only with the permission of the Study Hall Monitor or in classes with the permission of the instructor. If used otherwise, or in the halls or common areas, they will be confiscated and turned over to an administrator. So as not to interrupt classes, parents wishing to contact students should do so by calling the front desk. Messages will be delivered as soon as reasonably possible. All cell phone use falls under the "Acceptable Use Policy" as described herein. Failure to use smart device technology appropriately will result in disciplinary action. **The school is not responsible for any lost or damaged devices.**

STUDY HALL OR FLEX PERIOD

Only students in exceptional circumstances will be allowed to take a study hall as an elective. Students receiving Student Supports will be assigned to an SSP study hall during which they can receive support and utilize for their testing accommodations. Study halls are designed for individual quiet study only. All students are required to report to the library and sign in on time with sufficient materials in hand to keep them busy for the entire class period.

Each Upper School student has a Flex period built into their schedule. Freshmen and any students of concern will spend their Flex period in the library using the time as a study hall. Students requiring support from the Academic Coach may be assigned to Flex period in the Library. Otherwise, Flex period is free time that students may use to study, work collaboratively with peers, get a snack from The Corral, work or relax in the Common or outside in areas visible from the Upper School, or work out in the Fitness Center with our Human Performance Team. Students are expected to behave according to our rules of conduct at all times, even when not under the immediate supervision of an adult. Students may not be in any other buildings (i.e. the CFA, field house, or either gym) or utilize other spaces (i.e. the field or the track) without adult supervision. Seniors may exercise the senior privilege (with parental consent) to check in late if their Flex is first period or check out early if their Flex period concludes the school day (but student-athletes, for example, may not leave campus and return to practice after school).

Students who persist in disrupting study halls or flex periods in any way will be subject to disciplinary action.

TELEPHONE SERVICE

The telephone in the Upper School is actively answered between the hours of 7:20 a.m. and 3:30 p.m., Monday through Friday (except for specified holidays), at 702-797-5835.

TESTING

The school participates in a variety of testing programs to assist students and parents in assessing and in monitoring student academic progress. Some are offered with an additional charge to the students (see asterisk [*] in following).

Upper School students participate in the testing programs of the Educational Testing Service (ETS). Freshmen, sophomores, and juniors are required to take the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in the fall of each year at The Meadows. This test is designed to prepare students for the Scholastic Assessment Test (SAT) and to identify students for participation in the prestigious National Merit Scholarship program. Juniors who score above the minimum index for Nevada in the test battery are eligible for scholarship consideration.

Scholastic Assessment Tests (SAT - Reasoning Test) [*additional charge] are given several times each year at various sites and at The Meadows. Selective colleges and universities use the results of these tests in their admission processes.

The American College Test (ACT) [*additional charge] is an achievement examination offered several times a year at various sites. Like the SAT, the ACT is used in the selection process by college admissions offices.

Up to thirty (30) Advanced Placement (AP) courses and AP testing are offered by the school. Parents are financially responsible for the cost of these AP tests. Scores on these examinations of three, four, or five may give students advanced standing in subjects at college, thereby eliminating the need to repeat material already mastered in Upper School.

Students who may qualify for accommodations on these external tests should contact the Director of Student Support Services to ensure proper application procedures have been followed.

TUTORING

At The Meadows, we have several options available for additional academic support on campus after the academic day. Please contact Kristin Withey, Director of Student Support Services, at kwhithey@themeadowsschool.org for a list of options.

UNIFORM REQUIREMENTS

The students of The Meadows School are required to wear a uniform during regular class hours and at school-related performances or field trips. The purpose of the uniform is to foster school pride, easily identify students in our community, and to eliminate concerns about socioeconomic distinctions in the school.

Students and parents are to refer to the All-School Dress Code in the general section of this handbook to determine appropriate items for daily wear or special occasions.

Parents will be notified if a student is not in proper uniform attire. Uniform checks will be conducted on a daily basis and violations will be documented with written citations. Violations will be communicated through the **MyMeadows Portal**.

In the Upper School, students will be assigned a detention at every third citation.

After the first detention, non-compliance could result in a student being sent home.

All uniforms, sweaters, jackets, sweatshirts, lunch boxes, and water bottles should be clearly labeled with the student's name. Lost items cannot be returned without proper identification.

VALEDICTORIAN

The Valedictorian designation is given to the senior who has attained the highest **weighted** grade point average in his or her Upper School years. Eligibility is based upon a student having completed seven consecutive semesters in Upper School and without having incurred a suspension as part of their permanent record during these seven semesters.

VISITORS

Former students and relatives of students may be welcome as **visitors** on campus **during non-instructional times with prior approval.** Visitors are to sign in at the front office and will receive a **visitor's badge**, which is to be worn while on campus.

MEADOWS
PARENTS ASSOCIATION

TMSPA Handbook & Directory

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MEADOWS
PARENTS ASSOCIATION

The Meadows School Parents Association (TMSPA) was established to facilitate communication between the school and home to promote, in the spirit of The Meadows family, friendship, loyalty, and enthusiastic support of its programs and activities.

EXECUTIVE COMMITTEE

President ..... Hilary Mody
President-Elect ..... Serena Cooper
Recording Secretary ..... Marissa Knight
Treasurer ..... Lisa Sandoval
Corresponding Chair ..... Alison Verdirame

VICE PRESIDENTS

Beginning School ..... Thea Kenny
Lower School ..... Susan Davis
Middle School ..... Alicia Pring
Upper School ..... Stephanie Rogal

DIRECTORS-AT-LARGE

Booster Club ..... Val Herrin & Terrance Holmes
Center For the Arts ..... Allyson Badoyen
Hospitality ..... Alida Roberts
School Store Chair ..... Megan Swartz

PARENT WELCOMING COMMITTEES

Kindergarten ..... Katie Fine
Sixth Grade ..... Lisa Bassewitz
Ninth Grade ..... Joanna Falb
Twelfth Grade ..... Sharlin Ahmed

COMMITTEE CHAIRPERSONS

All-School Reception	Genevieve Yu, Julia Garcia & Nakesha Duncan
Faculty Luncheons	Kristina Gilmore & Brandice Vincent
Homecoming	Val Herrin, Jessica Goodman& Nicole Walker
Trunk or Treat	Markia Jefferson-Zano, Ana Fahad & Romina Dickerson
Spring Carnival	Belinda Englman
Used Uniforms	Victoria Oganesian, Kelly Yunker & Katie Stewart
CFA Committee	Kate Whiteley, David Calica & Adeline Oh
Lunch Recess Coordinator	Alissa Clark
Grandparents & Special Friends Day	Alison Verdirame & Danielle Caswell
Nominating Committee	School Life Committee & Board of Trustees

CLASS REPRESENTATIVES

Sixth Grade	Alesha Vernon & Lynda Mari
Seventh Grade	Lauren Barbarich
Eighth Grade	Lisa Bailey-Friedrichs
Ninth Grade	Paras Rajput
Tenth Grade	Cathy Seiff & Tiffany Flowers
Eleventh Grade	Marni Watkins
Twelfth Grade	Joanna Banks & Angel McNeal

Your involvement is vital and ever-welcomed.
Your participation makes goals attainable,
and your child's experiences—as well as your own—richer.

To get involved, please email us at **TMSPA@themeadowsschool.org**

RULES OF GOVERNANCE AND REGULATIONS OF THE MEADOWS SCHOOL PARENTS ASSOCIATION

ARTICLE I – NAME

The name of this Association, established by and serving under the auspices of The Meadows School Board of Trustees, shall be "The Meadows School Parents Association," hereinafter referred to as "TMSPA."

ARTICLE II – PURPOSE

The purpose of TMSPA shall be to facilitate a closer interest and communication between the parent and/or guardian and the School and to provide assistance to the School through special projects. No financial benefit shall inure to any member, group, or individual.

ARTICLE III – MEMBERSHIP

The membership of TMSPA shall be composed exclusively of parents and/or guardians of students attending The Meadows School. All parents and/or guardians are members of TMSPA. No membership fee is required.

ARTICLE IV – OFFICERS

Section 1. Officers: The officers of TMSPA shall be a President, a President-Elect, a Recording Secretary, a Treasurer, a Beginning School Vice President, a Lower School Vice President, a Middle School Vice President, an Upper School Vice President, and Directors-at-Large.

Section 2. Duties:

1. **President:** The President shall act as general executive of TMSPA; shall see that the Rules of Governance and Regulations are enforced; shall call meetings of TMSPA and preside at such meetings; shall be an ex-officio member of all committees except the Nominating Committee and, upon request, shall attend The Meadows School Board of Trustees meetings as the parent representative.
2. **President-Elect:** In the absence of the President, the President-Elect shall perform all duties of the President and shall also be in charge of the summer camp expo and various projects assigned by the Executive Board.
3. **Recording Secretary:** The duties of the Recording Secretary shall be as follows:
    - Keep records of all proceedings of the Executive Board and general membership and communicate to the Executive Board copies of the meeting minutes as soon as possible after each meeting.
    - Provide safe keeping of all TMSPA records, including the Rules of Governance and Regulations and the meeting minutes book at The Meadows School or in such a place as designated by the Executive Board and shall exhibit these records at all reasonable times.
    - Shall notify officers and committee chairpersons of upcoming meetings.
4. **Treasurer:** The Treasurer will work closely with The Meadows School Business Office to follow set procedures that maintain checks and balances with all TMSPA accounts. The duties of the Treasurer shall be as follows:
    - Shall be responsible for executing the financial transactions of TMSPA, subject to the approval of the Executive Board and/or The Meadows School Business Office.
    - Shall receive a monthly statement of TMSPA's financial transactions from The Meadows School Business Office prior to each monthly meeting and report the financial status of all TMSPA accounts at each meeting.
    - Shall prepare the year-end report for approval by the Executive Board and/or The Meadows School Business Office at the start of the school year.
5. **Beginning School Vice President:** The Beginning School Vice President shall facilitate and implement Beginning School activities, working closely with the Director of Beginning School.

6. **Lower School Vice President:** The Lower School Vice President shall facilitate and implement Lower School activities, working closely with the Director of the Lower School.

7. **Middle School Vice President:** The Middle School Vice President shall facilitate and implement Middle School activities, working closely with the Director of the Middle School.

8. **Upper School Vice President:** The Upper School Vice President shall facilitate and implement Upper School activities, working closely with the Director of the Upper School and the Director of Student Life.

9. **The Directors-At-Large:**

   - **Correspondence:** The Correspondence Chair shall prepare the summer mailing for bulk mailing by collating, labeling, sorting, bundling, and transporting to the bulk mailing center throughout the school year. Conduct any necessary correspondence for TMSPA.
   - **Hospitality:** The Hospitality Chair shall be responsible for the organization of various hospitality services as designated by the Executive Board for TMSPA functions and events in each Division. Shall attend events and over see the Hospitality committee members.
   - **School Store:** The School Store Chair shall order, stock, and sell items with School crest or logo. Set up a booth and sell items at All-School Reception, Homecoming football game, and other special events.
   - **Booster Club:** The Booster Club Chair(s) shall be responsible for encouraging enthusiastic support and interest in the School through athletics by recruiting, coordinating and communicating with parent volunteers to assist with concessions, creating enthusiasm for each team sport and creating and organizing spirit events to enhance School spirit.
   - **Arts:** The Arts Chair shall be responsible for (i) encouraging enthusiastic support for and interest in the School through the visual and performing arts by supporting and promoting art and photography shows, orchestra & band concerts, theatrical, musical and choir productions, and (ii) creating awareness of and enthusiasm for the visual and performing arts at the School. The Arts Chair helps administer the box office ticketing system and recruits parent volunteers to sell tickets at box office for all theatrical shows. In addition, the Arts Chair coordinates with the faculty and staff in the Center for Fine Arts in executing his or her duties.

Section 3. Term of Office: The officers shall serve for a term of two years from the close of the Annual Open Meeting at which time they are elected or until their successors are elected, with the exception of the Beginning School Vice-President who shall serve a term of one year.

Section 4. Vacancies: Vacancies in office, with the exception of the office of President, whose office, if vacant shall be filled by the President-elect, shall be filled by appointment by the Executive Board.

ARTICLE V – EXECUTIVE BOARD

Section 1. Composition: The officers of TMSPA shall constitute the Executive Board.

Section 2. Duties of Powers: The Executive Board shall have general supervision of the affairs of TMSPA between its business meetings, fix the hours and place of meetings, make recommendations to the membership and perform such other duties as are specified in these Rules of Governance and Regulations. The Board shall be subject to the orders of TMSPA, and none of its acts shall conflict with action taken by TMSPA.

Section 3. Meetings: Meetings of the Executive Board shall be held monthly. Special Meetings may be called by the President or three members of the Board. The quorum, shall be a majority of the Board, that must be present at meetings in order to conduct business.

ARTICLE VI – COMMITTEES

Section 1. Standing Committees: Standing committee chairs and committee members shall be presented to the Executive Board on a slate developed by the nominating committee and voted on by the members of TMSPA at the last Annual Open Meeting in May.

Section 2. Special Committees: Special committees shall be formed as necessary by the Executive Board to carry on the work of TMSPA.

Section 3. Elections: Elections shall be by majority vote at the last Annual Open Meeting in May.

Section 4. Terms of Office: Standing committee chairs and committee members shall serve a term of two years from the close of the Annual Open Meeting at which time they are elected or until their successors are elected, with the exception of the Buddy Program Chairs, Parent Reception Chairs, Welcoming Chairs, and the Class Representatives who shall serve a term of one year.

ARTICLE VII – OPEN MEETINGS

Section 1. Scheduled Open Meetings: There shall be at least one meeting of TMSPA each school year. Members shall be notified in writing of all upcoming meetings. The last meeting, to be held in May of each school year, shall be known as the Annual Open Meeting and shall be for the purpose of receiving final reports from officers and committees. The General Election shall also take place at the Annual Open Meeting.

Section 2. Special Open Meetings: Additional Open Meetings may be scheduled at the request of five members of the Executive Board or the request of the Head of School. The President shall call a Special Open Meeting within two weeks of receipt of said request. The purpose of the meeting shall be stated in the notice of the meeting.

Section 3. Voting: A majority vote, either by voice vote or show of hands, shall be decisive. Voting shall be by written ballot upon request.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern TMSPA in all cases to which they are applicable. In the event these Rules of Governance and Regulations do not address TMSPA issues, Robert's Rules of Order will prevail.

ARTICLE IX – DISSOLUTION

In the event of the dissolution of TMSPA, all assets shall be turned over to The Meadows School.

ARTICLE X – INDEMNIFICATION

The officers, directors, employees, agents, and servants of TMSPA shall be indemnified for any costs, expenses, or liabilities incurred as a result of the performance of their duties as provided in the Nevada State Statutes, or any amendments thereto.

ARTICLE XI – AMENDMENT OF RULES OF GOVERNANCE AND REGULATIONS

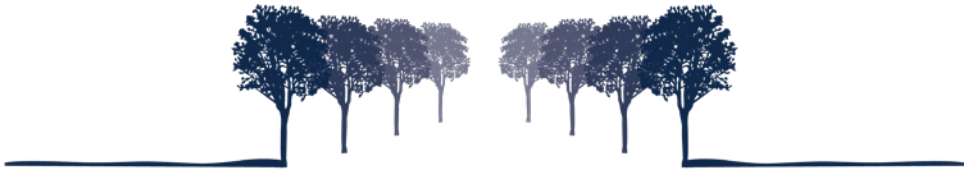
These Rules of Governance and Regulations may be amended at any scheduled open meeting of the membership by a two-thirds vote, provided that the amendment has been submitted in writing and approved by the Executive Board at the board meeting prior to the scheduled open meeting.

MEADOWS

TMS Memberships & Affiliations

(Selected)

- Center for Bright Kids (CBK)
- Educational Records Bureau (ERB)
- Educational Testing Service (ETS)
- Global Online Academy (GOA)
- The Johns Hopkins Center for Talented Youth (JHCTY)
- Northwest Accreditation Commission (NWAC)
- Northwest Association of Accredited Schools
- National Association of College Admission Counselors (NACAC)
- National Association of Independent Schools (NAIS)
- Nevada Interscholastic Activities Association (NIAA)
- Northwest Association of Independent Schools (NWAIS)
- Secondary School Admission Test Board (SSATB)
- School Scholarship Service (SSS)
- Western Association of College Admission Counselors (WACAC)



THE MEADOWS SCHOOL

8601 Scholar Lane
Las Vegas, NV 89128-7302

BEGINNING SCHOOL
702-797-5962

LOWER SCHOOL
702-797-5835

MIDDLE SCHOOL
702-797-5933

UPPER SCHOOL
702-254-3852

GENERAL NUMBER
702-254-1610

www.themeadowsschool.org

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