

Meadowlark Collective

Policies and Procedures Manual

“The true aim of education is to order a child’s affections--to teach him to love what he ought and hate what he ought... We have been charged to cultivate the souls of our children, to nourish them in truth, goodness, and beauty, and to raise them up in wisdom and eloquence. It is to those ends that we labor.”

Sarah MacKenzie, *Teaching from Rest*

Educational Philosophy

We believe that our children are born persons created in the image of God, and that education is a discipline, an atmosphere, and a life. Charlotte Mason writes that, *“we do not merely give a religious education because that would seem to imply the possibility of some other education, a secular education, for example. But we hold that all education is divine, that every good gift of knowledge and insight comes from above, that the Lord the Holy Spirit is the supreme educator of mankind, and that the culmination of all education (which may at the same time be reached by a little child) is that personal knowledge of and intimacy with God in which our being finds its fullest perfection.”*

At Meadowlark Collective, we agree with Ms. Mason when she writes that “God the Holy Spirit is Himself, personally, the Imparter of knowledge, the Instructor of youth, the Inspirer of genius,” and we seek to cooperate in the work that the Holy Spirit is doing in the lives of our students through the restful, contemplative pursuit of all that is good, true, and beautiful in this world He has created. Our goal as parent educators is to faithfully cultivate an atmosphere where our students can grow in wisdom and knowledge, and where their character can be shaped and formed through the work that God has for them in these early years of their lives.

We believe that an important part of that work revolves around the relationships our

students are able to develop with other fellow-learners and dedicated mentors. We also believe that students excel when they are presented with a feast of ideas and the freedom to contemplate them. Because of those beliefs, we aim to create a space where the relationships between students, mentors, and ideas can grow and flourish.

Meadowlark Collective exists to provide an effective, communal, and restful learning experience for multiple grades through proficient educators in specific core subjects such as literature, writing, fine art, logic, and science. At Meadowlark Collective, our goal is to help fellow parent educators to fulfill the calling of faithfully educating their children through a rigorous curriculum, engaging mentors, and an atmosphere that draws their hearts, souls, and minds to love what ought to be loved.

Leadership Team

Jennifer Willis - Director

Kendall Boone - Registrar and Finance Director

Bonnie Kingsbury - Head of Lower School

Teri Lee Sands - Head of Elementary and Middle School

Katie Enloe - Head of Upper School and Mother Culture Director

Enrollment Policy

It is our hope that Meadowlark grows by word of mouth and referrals from currently enrolled families. If a family is interested in Meadowlark, they may apply on our website under the Apply tab. They may also contact us at our email,

admin@meadowlarkcollective.org with any questions. Enrollment for the school year opens in the spring prior to the next year. Completion of the enrollment form and a registration payment will secure space for your family.

A system of evaluation of class participation and academic performance will be in place. This could affect continuation at Meadowlark and re-application eligibility.

Fee Policy

- Non-refundable membership registration of \$250 per family per year will be collected to confirm your family's place. This will cover the facility, insurance and registration fees.

- General tuition for Lower School (K5- 2nd) is \$675 per student. Lower Elementary – Middle (3rd – 8th) is \$725 per student. High School (9th – 12th) is based on which classes student(s) are enrolled in. To get an accurate cost for tuition, please contact us as costs vary year by year.
- A supply list will be sent before classes begin, generally in mid July. This list will include classroom materials such as textbooks and supplies, as well as any lab or additional supply fees specific to that class.
- A payment of 50% of tuition is due by mid July. The remainder of the balance is due mid October. Each year families will be given a specific date by which to pay. If payments are not made by the specified date and no requests for additional arrangements have been made then all spots held by that family will be forfeited.
- All payments should be made by cash or check. Please contact us if you need to make other arrangements.
- All fees are non-refundable. Meadowlark does not offer a drop/add period or study hall.

Procedure for Contagious Illnesses in the Community

Meadowlark depends upon the tuition payments of each family in order to operate, which means that we cannot offer any tuition refunds. What we can assure you of is that we're committed to partnering with you for the duration of the school year, whether we are able to meet in person all year or not. If in-person meeting becomes unavailable to us at any time, your children's teachers will continue to provide lesson plans and support through recorded video lessons, weekly plans and structure, support via email, and/or discussion opportunities through Zoom and additional alternative methods as appropriate for each class level.

Visitor Policy

- Any visitors, including guest speakers, wishing to attend classes must receive prior approval before doing so from the Leadership Team and the teacher of the class.
- For the safety of Meadowlark, all visitors must check in with the On Campus Administrator. We keep the front doors of the building locked at all times as well

as the other outside entrances with the exception of lunch hour or if a classroom is ventilating during cooler months.

- All visitors must follow rules as addressed in this Policies & Procedures manual while on the premises.

Telephone/Cell Phone Policy

As a rule, we do not use the telephone that belongs to the church where we meet. Teachers should have their cell phones set to silent or vibrate while leading a class so as not to interrupt the class time. Unless it is a dire emergency, a teacher will not use their cell phone during class time. Some teachers will take photos during class for Instagram or newsletter purposes. Parents must sign off on the application form for a teacher or Leadership Team member to have permission to do so.

We recognize that the world we live in is a high tech world. However, we long to give our children the gift of a focused and distraction-free education as much as it lies within our abilities. One way in which we do this during a Meadowlark day is *to not allow cell phone usage at school.*

While students might temporarily balk at this idea, we believe it provides an important opportunity to be as distraction free as possible and to focus on the task at hand - to learn cooperatively in our limited time together.

Please encourage your students to leave their phones, computers and other devices at home. If a student chooses to bring an electronic device to school it will be collected immediately if it comes out of their bag without any reminders. It will be returned during the carline at the end of the day. If a student needs to speak with a parent during the day, they are welcome to use an onsite administrator phone or to request the use of their phone from our onsite administrator.

Disclaimer: If personal electronic devices are brought on the premises and get broken, tampered with or lost, neither Meadowlark nor the Leadership Team are liable or responsible. Parents must rectify these situations on their own.

School Calendar

Meadowlark Collective typically meets for 29 weeks each academic year. A specific calendar is available online with school dates and scheduled school events.

Communication Policy

We will communicate primarily via email.

Use these numbers to contact the school during school hours should the need arise:

Director: Jennifer Willis - 864-630-3133

If there is a school wide emergency necessitating contact with all of our parents, you will receive a text. Please be aware of having your phone with you on Meadowlark days.

This year we will begin utilizing our website for homework assignments. Parents will be given a private, secure log-in on our website to retrieve their student's assignments for each class every week. Parents are free to download and print them, but not free to share with people outside of Meadowlark Collective.

Students who are 9th grade and above will be required to have an email account and will be expected to communicate with their teachers in this manner. Parents are welcome to request to be included in emails between students and teachers.

[Website](http://meadowlarkcollective.org) meadowlarkcollective.org

Instagram: @meadowlark-collective

Discipline Policy

If an adult at Meadowlark speaks to a student regarding a problem in behavior and he or she responds respectfully and corrects the problem, no further action will be taken.

- If the student is told of a problem and he or she responds disrespectfully, does not correct the problem, has repeated corrections, or if the offense is considered serious by the observant adult, the following procedure will be implemented:
 - The student will speak with a Leadership Team member and/or
 - The parent will be informed of the situation.
- At the discretion of Meadowlark's Leadership Team, some offenses, such as, but not limited to, possession of firearms or illegal drugs and use of cigarettes, vapes or illegal substances, can result in immediate dismissal from Meadowlark. These issues will be dealt with on a case by case basis. If deemed necessary the proper authorities will be notified.

- Dismissal results in the loss of all fees already paid to the co-op for the year and does not release the family from its obligation to pay any outstanding balance.

If a parent or guardian wishes to meet with a staff member in regard to any discipline issue with their child, they must [email the Leadership Team](#) and make an appointment. Staff will not meet with any parent or guardian who walks in and asks to talk about a discipline issue without a previously scheduled appointment.

Food Allergy Policy

As of 2022-2023 Meadowlark Collective is a Peanut/Nut Free School. Do not send anything to school that is peanut related or made in a factory with peanuts. This includes many types of candy and snacks. Please check all labels!

- Parents need to communicate to the director and teachers any allergies, their reasonable treatment, **and a written document stating this treatment plan.**
- Parents should demonstrate the use of an epi-pen, if needed for an emergency, to the teacher and staff at the beginning of every school year.
- Students with life threatening food allergies should keep their backpack stocked with needed emergency supplies and a copy of the written plan with them at all times.
- Parents are encouraged to do ongoing training with their child on how to advocate for themselves by learning to recognize if possible food contaminants are in the vicinity of the child and notifying an adult in charge.
- In specific classes where there is an issue, the teacher and director will do their best to communicate the food allergies to the other students and families,

Courses Offered

K-2nd Grade: a holistic class including subjects like: calendar time, nature study, geography/cultural studies, literature, read-alouds, light PE, early writing. These classes are divided into the Larks and the Finches.

3-4th Grade: Literature & Writing, Science and Art. Each will be a 60 minute block.

5-6th Grade: Literature & Writing, Science and Art. Each will be a 60 minute block.

7-8th Grade: Literature & Writing, Science, Cultural Studies or Art depending on the yearly rotation. Each will be a 60 minute block.

9-12th Grade: Literature & Writing, Science with labs for the entire year, plus an elective(s). Each year the electives change. Some examples include Speech, Critical Thinking, Fine Art, Government and Economics, Introduction to Latin and Theater. We are able to offer these classes a la carte.

Please email to learn more about the costs of individual classes offered.

Student Conduct Policy

- Disrespect, whether verbal, written, physical, or in the form of destroying or taking another's property, will not be tolerated and will result in reprimand, parental contact, and possible suspension or expulsion. This issue will be dealt with on a case by case basis.
- Possession of firearms or illegal drugs is not allowed. Use of cigarettes, vapes or illegal substances on school property, including the parking lot, is not allowed. These offenses will result in expulsion, based on a case by case basis.
- Students are expected to extend respect to all teachers and staff by calling them Mr., Mrs., or Miss and then their last name.
- Respect will extend to the property of both Meadowlark and its host facility. Any student who disfigures the host facility or Meadowlark property or does any other physical damage to either will be required to pay for damages or items.
- Any damage, as mentioned above, done willfully will result in parents being notified and brought in.
- Meadowlark staff reserves the right to search the personal property of any and all students without prior announcement. This includes student vehicles and bags.
- Profanity and vulgarity will not be tolerated. Such speech, either verbal or written, will be grounds for suspension or expulsion.
- Insulting, demeaning, or belittling words, whether written or verbal, towards another Meadowlark member will not be tolerated. This includes practical jokes that may in any way be offensive or embarrassing to a fellow student, teacher, parent, staff or Leadership Team member.

- While Meadowlark recognizes a student's right to use social media, if the staff or Leadership Team becomes aware of anything that may cause concern for the safety of Meadowlark members or creates an environment of divisiveness included in a student's social media, it will be treated in the same manner as if done on campus during Meadowlark hours.
- Any offense under the category of speech will be considered on a case by case basis and may result in reprimand, parental notification, suspension, expulsion, or dismissal from MeadowLark.
- Suspicion of cheating (including plagiarism) is grounds for removal from a class.
- We expect students to dress appropriately while at school or any school activity. The staff reserves the right to discuss any attire issues with students and parents at their discretion.
- Final decision for removal from a class will be at the discretion of the Leadership Team.
- Weapons are not allowed on Meadowlark premises or at any event or activity - this includes knives, whether of the hunting, pocket, or pen-knife variety.
- No cigarette lighters, matches, any other type of firestarter device or fireworks are allowed.
- All weapons will be confiscated and the parents notified. Confiscation may be done by searching a student's personal property or vehicle if Meadowlark staff has reason to believe that this is necessary.
- Bringing one of the above mentioned articles or any other type of weapon or use of the same can result in suspension or expulsion.
- Notification of law enforcement due to weapon possession, illegal drugs, alcohol or other illegal substances for a minor is up to the discretion of the Leadership Team.

Grading Policy

Meadowlark does not test or assign grades for any students in grades K-8. Teachers in these grades are happy to communicate with parents regarding student's progress and participation.

The Meadowlark Upper School grading policy will follow the *South Carolina Uniform Grading Policy for High Schools*.

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-69

(Letter grades will only be assigned to students who are in 9th grade or above.)

- It is expected by the teachers that the student will come to class with the assigned lessons/homework completed.
- Assignments should be turned in on the day that they are due. If they are not turned in, the classroom teacher will determine the corresponding consequence. Teachers are happy to work out alternative arrangements for prearranged or unexpected absences.
- **The parent is responsible for sending student grades to their accountability group and recording this grade on their student's transcript.**
- NO PERMANENT RECORDS WILL BE KEPT BY MEADOWLARK.

Cheating Policy

All graded assignments, tests, and quizzes whether taken at home or in a Meadowlark classroom are to be done by the student without aid or input from any other source including, but not limited to fellow students, parents, or solutions manuals in the parent's possession. If there are questions about class work, the student should speak to the teacher either before or after class.

- You may ask for help from a fellow student with homework assignments that are **not** graded.
- If a student gives help to another student, receives help from another student, or is found cheating by any other means on a graded assignment:
 - Parents will be informed.
 - Both students may receive a zero on the assignment.
 - Continued cheating may result in being dropped from all Meadowlark classes.

- Parents should not give their student the answer keys to any book without total supervision. Some of the curriculum that we use have both the answers to daily work and the master tests in the same book. For this reason, the student should never have the answer key in his possession at home or at MeadowLark.
- Plagiarism is cheating. Students who plagiarize will receive a zero on the assignment.

Parent and Teacher Responsibility Policy

All Meadowlark teachers will undergo background checks and be current on all emergency policies and procedures.

Teachers are expected to teach all new concepts, answer questions for previous and upcoming lessons, lead class discussions, and assign the lessons for the students to complete each day at home until the class next meets. On school days at Meadowlark the teacher will answer questions from lessons done by the students the prior week, discuss new concepts in the upcoming lessons, and give assignments for the upcoming week.

Students are expected to remain in class during the period that they are assigned to be there. They may use the restroom and water fountain between classes and during lunch.

Parents are expected to supervise and assist their student(s) in doing the assigned work at home.

- Parents are encouraged to remember that Meadowlark teachers are serving as partners in their student's education. This means that parents will need to be prepared to allow for time in the student's week and to assist the student as needed to work on and complete any assignments that are given.
- Parents may need to actually go through the lesson, writing assignment, vocabulary, or whatever the current topic of study may be and review the material with their student in order for the student to complete assignments.
- If there are questions that the parent cannot answer about a lesson that would prohibit completion of an ungraded assignment, the student should first contact a fellow classmate for help. If it is a graded assignment, the student is welcome to email his teacher and ask for clarification.

Health Policy

Here are some general guidelines to follow if you are uncertain of whether or not to send your child to Meadowlark due to illness.

- Cough or runny nose—clear, yellow, or green from nose, throat or eyes. The only exception to this is allergic symptoms that have been diagnosed as allergic.
- Bacterial infections that are treated by antibiotics—please make sure that your child has been on the antibiotic regimen at least 24 hours before returning to class—this would include such things as pink eye and strep throat.
- Vomiting, diarrhea, or fever—your child should be symptom free for at least 24 hours before coming to class.
- We believe one of the most effective ways we can love our neighbor is by adhering strictly to this policy. If at any time your child develops symptoms of sickness, however mild, we will notify you to come and pick him up. We love that our students never want to miss a Collective Day, but please keep your child at home if you have any reason to believe he will develop symptoms of illness so as to minimize exposure (and prevent an early pick-up for you!).

Absence Policy

- If a student knows in advance that he/she will be absent from class, he/she should inform the teacher prior to the expected absence so that the teacher can supply the student with the work to be done.
- Assignments should be turned in before the absence unless arrangements are made with the teacher to turn them in on the day the student returns to class.
- In the event of illness or unexpected absence, parent and/or student must communicate with the teacher **on the day of the absence** to **make a plan** for turning in tests, quizzes, projects, or homework due on the day of the absence. Work due on the date of the absence is due as assigned unless arrangements are made with the teacher for an extended due date.
- If a student needs to arrive on campus late or leave early, the parent should notify both the teacher and the On Campus Administrator.
- In addition to notifying the teacher and Administrator, the student must turn in work due in their classes. Failure to do so may result in a grade deduction on assignments not turned in for the classes missed that day.

Meadowlark Collective looks forward to partnering with parents in cultivating the virtue of their student(s) in body, heart, and mind. We are grateful to even play a small role in helping a student grow to know what he ought to know, and love what he ought to love! Working cooperatively as a people who love the Lord with all of our hearts, souls, and minds, and who seek to love our neighbors as we love ourselves (Matthew 22), and extending grace as we make our way, we can encourage each other toward these ends.

Please sign and print this page and bring it to the Meet & Greet in August

I agree to oversee my child's work, offering oversight and guidance but will let my child do his/her own work.

I will instruct him/her in appropriate classroom etiquette and the proper behavior at the Meadowlark facility outlined in this document.

I have read this policies and procedures manual and will make sure my child understands his/her responsibilities. I will also read all of the information I receive from Meadowlark and will make all payments by the dates due. I will be responsible for checking the website for weekly assignment sheets and my email before each week's class for any messages.

I have had my Upper School student(s) read this manual and add their signature, agreeing to abide by the policies and procedures of Meadowlark Collective.

I realize if my child fails to comply with the signed contract he/she may be removed from class and/or Meadowlark. I understand that admission to Meadowlark is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

We, the parents, and our Upper School students, have read this Policies and Procedures Manual and agree to abide by the policies and procedures of Meadowlark Collective.

Parent Name (Print) _____

Parent Signature _____

Upper School Student(s) Signature(s)

Name of Student(s) within your family

Date _____

