

Milestones Preschool & Charter School
Toddlers - Eighth Grade - 2017 - 2018 Policies & Procedures
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www.milestonescharterschools.com

The primary mission of Milestones is to provide an educational experience of the highest quality, while offering a safe and unique environment. The Milestones education program features small classes taught by involved, caring teachers who are responsive to the growing and changing needs of students. The program is committed to challenging academic standards and strong character development.

Admissions

Admission to Milestones Preschool & Charter School will be in accordance of the laws of the State of Arizona and the school, and not be limited based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. Upon admissions of a student, parents must provide: A Certified Copy of a Birth Certificate, Proof of Immunization and a recent photograph of the students. Parents also must fill out and return before admissions the Milestones Enrollment Packet, which includes student and parent information, the Emergency Blue Card, transcript requests and policy agreements.

For a student to be eligible for admission to Milestones, they must apply during the annual open-enrollment period. All currently enrolled students and their siblings will receive enrollment priority. All other available enrollment slots will be filled through a lottery system based on all applicants received during the open-enrollment period. Customarily, the Milestones open-enrollment period consist of a two-day period. If more students apply than there are slots, remaining students will be placed on the waiting list in order of application.

Milestones Family Connections

Milestones recognizes that a child's education is a responsibility shared by the school and family. To effectively meet our mission, Milestones and parents must work as partners in supporting student learning and achievement. Communication between home and school should be regular and meaningful. Through conversations, conferences and written communication, teachers and other school personnel will provide parents with updated information on their child, classroom activities and campus news. Milestones provides parents with opportunities for student, classroom and campus involvement during the school year. As a classroom helper, field trip chaperone, athletic coach or fundraising chairperson, any partnering done with Milestones strengthens a child's educational foundation.

Effective parent involvement strengthens student academic achievement. Milestones parents/guardians become involved in their child's education through a variety of opportunities. These opportunities include, but are not limited to: attending parent-teacher and student-led conferences, volunteering and attending school functions. Parental support and assistance with student school work is required for successful student learning. It is essential that parents provide students with daily, uninterrupted study time, that includes internet access for accessing online academic work.

School Operating Hours and School Calendar

Milestones opens at 6:30 a.m. and closes at 6:00 p.m. Milestones academic day is 8:30 a.m. to 3:30 p.m. The first day of school is Thursday, August 10, 2017 and last day of school is Thursday, May 24, 2018.

Holidays/No School Days/Early Release

Milestones will be **closed or will close early** for National Holidays, Vacation Breaks and Staff Development Days. There are **no tuition changes or credits** during these times. Please see the detailed school calendar for specific dates.

School Attendance

The first day of school is August 10, 2017 and the last day of school is May 24, 2018. Daily school attendance is essential at Milestones. State law mandates that schools record reasons for all student absences. Therefore, when a student is absent, it shall be necessary for the parent or guardian to call the school on or before each day of absence in order to advise the school as to the reason for the absence. Phone calls must be made by a

parent or guardian. Absences without proper notification or authorization by a parent or guardian will be considered an unexcused absence.

Milestones is required to withdraw any child with ten (10) consecutive school days of unexcused or excused absences. Excessive unexcused or excused absences that affect academic performance may result in retention, suspension or expulsion.

Please be aware that the Arizona Department of Education (ADE) receives monthly downloads of our attendance. These are automatically done within our computer system. The Department of Education has the ability to question a child's attendance and take action for excessive absences. Excessive absences are defined by the ADE as absences that exceed 10% of scheduled instructional days. All absences after 10%, or 18 days, will be considered unexcused, regardless of reason. Action could include parent contact or calling a truancy officer to investigate.

Tardy Policy

Milestones' school day starts at 8:30 a.m. All students arriving after the start of school will need to be signed in at the office by a parent/guardian and receive a tardy slip to be admitted into class. Students who are habitually late in arriving at school are subject to disciplinary action.

Uniform Policy

Milestones recognizes that every student has intrinsic worth based upon who they are and not what they wear. The school wants to create an environment in which each student can develop those innate qualities, focus on learning and contribute in a positive way to the community. We also believe that pressure related to clothing choice can distract students and undermine the school environment. The dress code established by the school encourages self-discipline and is simple to manage. Kindergarten Prep - Eighth Grade students must be in uniform at all times unless otherwise indicated. Parents will be notified of "dress down days."

Tops

Milestones uniform shirts consist of Milestones embroidered polo shirts, and Milestones printed T-shirts both only in the colors navy blue or red. Milestones embroidered polo shirts, button-down shirts and blouses available at The Uniform Store. Milestones t-shirts are available for purchase in the school office. Any shirts worn underneath Milestones uniform must be a uniform color. Any other Milestones printed shirts or athletic wear may only be worn on administrative approved days.

Bottoms

Milestones uniform bottoms consist of pants, capris, shorts, and skorts in navy blue and khaki ONLY. Bottoms may be purchased at The Uniform Store or at an alternate retailer that sells UNIFORM bottoms. *No sweat pant, athletic or legging type material allowed as an alternate to uniform shorts, skorts or pants.*

Shoes

Shoes need to be closed-toed and appropriate for recess and/or physical education. No flip-flops, clogs, knee high lace shoes and boots or high heeled shoes. Shoes and socks that are a distraction to learning are not allowed.

Outer Wear/Hats

Outer wear may only be worn outside when weather permits. Outer wear need not have a Milestones logo. Any outer wear needed in classrooms must be solid blue, red or white. Hats and hoods, from outer wear, may only be worn outside.

*Clothing should be free of rips, tears and stains. Baggy pants and short skirts/dresses/shorts are inappropriate. Undergarments (boys or girls) may not be shown. *Any makeup and jewelry worn must be minimal and age appropriate.

Students who are not in proper uniform will be placed in an in-school suspension until parents can be contacted and a proper uniform arrives.

Registration fees:

Toddlers - Kindergarten Prep - \$100 - One-time fee for children with continuous enrollment.

Registration fees are due on or before the first day of enrollment. This is a non-refundable fee.

Technology Fees

All Kindergarten Prep - Eighth grade students will be assess an annual \$50 Technology Fee. This fee is due by first day of school, August 10, 2017. This is a non-refundable fee.

Cultural Arts Fee

All Kindergarten Prep - Eighth grade students will be assess an annual \$140 Cultural Arts Fee. This fee assist with various educational excursions, guest speakers and on-campus performances planned throughout the school year. The Cultural Arts Fee is due by the first day of school, August 10, 2017. This is a non-refundable fee.

Tuition Charges

Milestones charges tuition for the following programs:

Preschool, Kindergarten Prep, & Extended Day * Please see tuition schedule for tuition charges.

Tuition is based on an **annual rate**, not a monthly or weekly rate. Tuition is based on a 180-day school year.

Tuition may be paid in either 9 $\frac{1}{2}$ payments (Monthly) or 19 payments (Bi-Monthly) throughout the academic school year. For either choice, first payments are due on or before the first day of school, August 10, 2017.

This payment will be a Bi-Monthly payment amount, depending on program. Monthly payment will be due on the first school day of every month. Bi-Monthly payments will be due on every first and 15th day of school every month. Please know that tuition amounts do not change during months with extended vacations days, sick days or other personal days your child is not in school.

Milestones Extended Day Program

Milestones provides before and after school care for students that require extended care. Before school operating hours are from 6:30 a.m. to 8:00 a.m. and after school hours are from 4:00 p.m. to 6:00 p.m. Please see tuition schedule for extended day fees. All students present during these times will be charged. Milestones allows parents to drop off 30 minutes before the start of school and pick-up 30 minutes after school without being charged for extended day.

For families needing occasional care, Milestones charges \$6 per hour/per child, in 30 minute or \$3 increments to students that are present before 8:00 a.m. and after 4:00 p.m. Milestones families that occasionally utilize before and/or after school care will be required to either pay on a daily basis or to have a credit card on file with an initial \$50 deposit charge. Milestones administration will contact those that made a pre-payment when funds have been depleted and their credit card will be charged again.

Late Payment Fee

A late payment fee of **\$25.00** will be added to your account when it is five days past due. Accounts over 10 days past due will receive an **additional \$25 late payment fee**. Families with accounts two weeks in arrears may be withdrawn and a payment plan will be developed by Milestones. If special concession is necessary, arrangements may be possible through the school's administration.

Returned Check Policy

There is a **\$25.00** charge for any checks returned by the bank for **ANY** reason. Milestones has hired a third party to handle our check recovery. All returned checks would be sent directly to this third party company for collection. At the time that funds are available in your account, the amount of the check and the \$25 fee will be wired out.

Payment Methods

Milestones accepts cash, check or credit payments for all tuition charges and school fees. Please see Tara Cabardo, in the school office to set-up automatic monthly or bi-monthly credit card payments.

Withdrawal/Refund Policy

Milestones requires a one-month's notice for withdrawal for all tuition paid programs. This notice may come in the form of 30 days notice, one's month's tuition or a combination of the two. Refunds will be given to families that have remitted tuition beyond the 30-day notice. No refunds will be given for registration, technology or cultural arts fees paid. Families may receive copies of their child's school records after all financial obligations have been met.

Extended Leave - Charter School

On occasion, Milestones families leave the state or country for an extended period of time. Please keep in mind, that The Arizona Department of Education requires Milestones to withdraw a Kindergarten - 8th grade student after being absent for ten (10) consecutive days. Milestones, within reason, will work with families in this situation. Parents should communicate with both the classroom teacher and office personnel regarding specific travel dates and make-up work. Excessive absenteeism that affects academic performance may result in retention.

Extended Leave - Preschool Program

Milestones does not offer vacation days or tuition credits for missed days. Milestones, within reason, will work with families of preschool students that require an extended leave of absence. An extended leave requires a minimum of two full weeks of consecutive absences. Parents should communicate with both the classroom teacher and office personnel regarding specific dates. Those that have a child enrolled in a tuition paid preschool program may hold their child's spot by paying for 50% of their monthly tuition. This may be done for no more than two months per school year. Families that are absent for more than two months per school year will be required to either pay the entire monthly tuition or will lose their child's spot.

School Access For Students & Parents / Transportation, Accepting and Releasing of Students

During the majority of Milestones business hours, 6:30 a.m. to 6:00 p.m., the main office, located in Building A, is where students and parents/guardians will enter the Milestones campus. For the convenience of families during our busiest times of the day, 8:00 a.m. - 8:30 a.m. and 3:30 p.m. - 4:00 p.m., the east breezeway gate to Building B and the curb-side double door in Building C's gymnasium, will be staffed by Milestones personnel and may be used to enter and exit the campus. For security reasons, these gates and doors are closed and locked from the outside during school hours. In addition to these gates and doors, Milestones will lock the 3 one-way drive gates from 9:00 a.m. to about 3:15 p.m. to public traffic.

Parents are expected to provide transportation to and from Milestones. Parents are responsible for accompanying all preschool - 4th grade students into the building to either their classroom or other supervised areas (i.e. playground) and coming in each day when they leave. Infant - 4th grade students are required to be signed in and out using the books in the front office. The Arizona Department of Health Services, Office of Childcare Licensing requires that all Preschool students and charter students utilizing our Extended Day program be signed-in and out daily using a full signature (not initials).

Parents are responsible to drop off and pick up all 5th - 8th grade students at the school's south parking lot curb between the hours of 8:00 - 8:30 a.m. and 3:30 - 4:00 p.m. A Milestones staff member will be responsible for accurate curbside attendance. Parents of 5th - 8th grade students enrolled in the Extended Day Program are responsible for accompanying students into the building or other supervised areas and coming in each day when they leave.

Students, on occasion, are required to be picked-up before the end of the school day. Parents are required to sign their child out of school in the school's main office.

If you wish to have someone other than those listed on your enrollment application as authorized to pick up your child, please notify the administrative staff beforehand. Children will not be released to anyone who cannot produce the proper identification. All students **MUST** be signed in and out daily by an adult to be counted on the daily attendance and for Milestones to accept legal responsibility for them.

You may not park on Robert E. Lee or 47th Streets. These are designated by the City of Phoenix as No Parking Zones. Please pull on to our campus using the neighboring church's driveway on Tatum Blvd. When using the neighboring church's driveway, please enter through the North driveway and exit via Milestones' one-way drive and the church's South driveway. Please watch for pedestrians walking/jogging on Tatum Blvd when you are turning in or exiting the parking lot. Pedestrians always have the right away. Please drive slowly and carefully at ALL times while on Milestones campus and surrounding areas. Pedestrians should always hold the hands of young children.

Late Pick Up Fee

Milestones operating hours are **6:30 a.m. to 6:00 p.m.** There is a **\$1.00 per minute** charge for a child left beyond operating hours. There is a five-minute leeway determined by the office clock on Milestones premises. The fee is payable immediately to the school. The fee **will not** be waived for families calling prior to a late pick up.

School Visitor Policy

Milestones welcomes visitors, and we hope they enjoy seeing our students, faculty, staff and educational program. All parents and visitors will be required to check in the office before allowed on campus. The front office staff will only allow parents and visitors with predetermined appointments or activities, for example teachers conferences, class party assistance and mystery reader, to walk the campus before 3:25 p.m., only after signing in and receiving a Visitors Badge. Office staff will verify with classroom teachers, if necessary.

So as to not interrupt the learning process, for student safety, and for academic confidentiality, custodial parents and guardians will be required to have a teacher and administrative approval to be present in the classroom during the academic day, Unannounced visits into the classroom are not allowed. Custodial parents and guardians are free to visit their child in the school office, during lunch and lunch recess without prior approval. When wanting to meet with your child or picking up your child early, it is in your best interest to call the school ahead of time. This allows office personnel to locate your child on campus and have them present in the school office. Visits by non-custodial parents, relatives or friends will need to be approved by a custodial parent or guardian, classroom teacher and administrator, including during lunch.

Milestones does not offer classroom observations, to potential families, during a campus tour. The majority of school tours are held on weekends during scheduled open houses. On occasion, when school tours are held during the school day, visitors are supervised at all times and are never brought into an occupied classroom.

The intent to implement these procedures is not to restrict parents to their children, but to better control access to our campus, and for the safety and confidentiality of our children. Visitors are required to report to the main office, located in Building A.

1. Visitors are required to sign in and receive a visitor's badge.
2. Visitors need to be clear about their purpose for visiting, and/or whom they wish to see.
3. The administration reserves the right to deny visitation to anyone that is not a custodial parent or guardian of a child without proper authorization or clearance.

Child Find

It is the responsibility of Milestones Charter School to inform the general public and all parents of enrolled students of our responsibility to make available special education services for students with disabilities and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 5 years of age (pre kindergarten students).

We are responsible for identifying, locating and evaluating all children with disabilities within our school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AzEIP) for children birth through 2 years of age for evaluation and services (if needed) and
2. School district of residence for children 3 through 5 years of age for evaluation and services.

We are also responsible for providing Free and Appropriate Public Education (FAPE), which includes special education and related services for students with disabilities at public expense, under public supervision, and without charge to the parents.

For all students at Milestones, the classroom teacher will complete screening activities within 45 calendar days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive behaviors, communication, social/emotional, and motor skills. If any concerns are noted the child may be referred for additional help. If you have a concern about a child, please contact Milestones Charter School administrators.

Special Education

Milestones provides special education services in federally and state-defined categories, in the least restrictive environment. Milestones teachers, speech therapists, specialists and instructional assistants, work with parents to develop IEPs (individual educational plans) for IDEA-eligible students, which assure appropriate academic achievement and participation in the general curriculum.

English Language Learner

Milestones is committed to the success of limited-English proficient students. Responses to the Primary Home Language Other Than English (PHLOTE) survey, determines whether a student will be assessed for English Language Proficiency. Students are administered the Arizona English Language Learner Assessment (AZELLA) and results of that assessment that indicate a student is not proficient in English, will qualify them as an English Language Learner (ELL). An Individual Language Learner Plan will be developed and followed until the student's annual AZELLA assessment indicates proficient. All assessed students, regardless of proficiency level, will have a minimum of two years of monitoring.

Medical

1. We must have certified and current immunization reports on your child. Please provide a copy of any updates to your child's immunizations that occur during the school year.
2. According to State of Arizona requirements and for the protection of all the children, please keep your child home if he/she shows any of the following symptoms:
 - ◆ A temperature of 100 degrees or higher (orally).
 - ◆ Intestinal disturbance accompanied by diarrhea or vomiting.
 - ◆ Any undiagnosed rash.
 - ◆ Sore or discharging eyes, ears, or throat, profuse nasal discharge.
 - ◆ Any other illness or infestation symptoms that warrant a concern.If your child develops any of these symptoms listed above, we will isolate your child and call and ask you to come within the hour to take him/her home.
If your child has been exposed to any contagious or communicable disease, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworms, scarlet fever or the "strep" virus please report it to the administration immediately. Children will be allowed to return to school when they are symptom free for 24 hours or with a doctor's written statement.
3. Should your child need to be given medication, our administration can administer medicine, provided that it is in the original container, labeled with instructions for administration of the medication and with your child's first and last name. This includes all prescription and over the counter medications, including cough drops. Milestones does not stock a supply of over the counter medication for our students. All medication will need to be provided by parents.
4. Milestones will not administer expired, unidentifiable medication or medication without printed directions or dosages. Medication provided by a parent that has a warning label regarding "not to administer to children under the age of ..." without consulting a physician" will not be administered without a physician's written authorization, regardless of parent's permission.
5. Children are NOT allowed to carry, store or self medicate. All medication, including cough drops, must be given to a school administrator.

In Case of A Medical Emergency

It is the responsibility of Milestones administration to ensure that contact is made to parents and/or guardians, family physicians and/or emergency personnel when incidents occur. An administrator will accompany a student to an emergency medical facility until a parent or guardian is present. Milestones faculty and staff will provide assistance and support (i.e. first aid, comfort) on campus or on field trips. Incidents will be documented in a timely manner. Copies will be provided to parties involved and filed in both student files and to any necessary outside departments.

All families' emergency numbers may be found on each child's emergency card and on the Milestones computerized student information system. Parents/Guardian are required to inform the office of changes or update them on our student information system. Emergency cards may be found in binders located in the office. Preschool teachers will have copies of these emergency cards in their classrooms, while charter teachers have computer access to the information.

Many Milestones faculty and staff are currently CPR/First Aid Certified. Milestones sponsors CPR/First Aid re-certification classes every two years to ensure current certification. First Aid kits and Fire Extinguishers may be found throughout the campus. A list of current certified personnel and locations of first aid kits and fire extinguishers can be found on the front office information board.

Lunch

Milestones currently contracts with an independent caterer, which is licensed and insured for school food service, to provide hot lunches. This program is provided for all families at a daily charge and for those who may qualify for Free & Reduced Lunches. More information is available in the school office. Families not utilizing the hot lunch program are required to provide a non-refrigerated lunch for their child. Lunch boxes with ice packs are permissible. Microwaves will be accessible. Please do not send food that required more than 90 seconds to warm up. Please do not send "easy-mac", ramen noodles or lunches that are frozen solid. Noodle dishes (easy-mac and ramen) may be made at home and warmed at school. Popcorn is required to be popped. Microwave popcorn is not allowed.

Milestones students, regardless of age, are prohibited from sharing food or drinks with fellow students, due safety issues, including allergies.

Milestones will provide 1% milk or 100% apple juice to preschool students (Toddlers - KPrep)

Parent Teacher Conferences

Kindergarten Prep - Eighth Grade Conferences are scheduled in both October and March of each school year. Additional meetings between parents, teachers and when needed, administration, are welcome, and may be scheduled with proper notice and availability.

Make-up Work and Tests

When absent from school, it is the responsibility of the student or parents to contact teachers and make arrangements for make-up work as soon as your child returns to school. If a student is absent for an extended period of time (3 days or more) the assignments can be obtained through the teacher.

Student Conduct and Discipline

Students at Milestones will be held to the highest standards of conduct in order to maintain a safe and orderly children learn respect for themselves, others and their environment, in which students learn respect for themselves, others and their environment.

Milestones Preschool Students:

Milestones preschool teachers will provide positive guidance and strategies to ensure a safe and nurturing environment for our community.

Guidance strategies used when behaviors become inappropriate or negative:

- **Redirection/Distraction:** Gain child's attention, present child with alternate activities or toys, encourage independent play,
- **Explanation/Discussion:** Teacher explains inappropriateness of behavior and effects of behavior for child and peers, encourages problem solving.
- **Logical Consequences:** Apologizing, picking up/cleaning up, sharing.
- **Taking A Break:** Child is removed from activity/play for an appropriate amount of time. Teacher will speak to child before rejoining peers.

If inappropriate behavior is frequent or severe, a teacher and/or administrator may use the following consequences:

- Remove the child from the classroom
- Hold a child that may be hurting self or others
- Conference with parents
- Placed on a behavior plan
- Suspension/Expulsion

Milestones Charter Students:

Expected Behaviors for all Milestones Charter School students:

- Students will exhibit positive behaviors at all times by respecting the rights of others to learn in a safe environment.
- Students will foster a safe environment by respecting school property and using it responsibly.
- Students are expected to choose positive behavior alternatives to conflicts, such as teacher assistance and/or avoidance of confrontations.
- Students are expected to be in class on time and to make proper use of the instructional setting by assuming the responsibility of being on task and successfully completing all assignments.

Inappropriate Behavior for Milestones Charter School students may lead to the following consequences:

- Redirection or removal from activity or area
- Loss of privilege
- Detention
- Behavior contract
- In-school Suspension
- Suspension from school
- Recommendation to the Milestones Charter School Board for Expulsion/Disenrollment

All discipline techniques are age appropriate and are based on the meaningfulness or effectiveness on the individual student(s). Depending on severity of behavior, a student may be recommended for expulsion for a first occurrence.

In-school Suspension

A student is assigned to in-school suspension, allows the school an opportunity to administer immediate, effective and corrective discipline when inappropriate behavior occurs. It provides for fewer interruptions to their educational program. In-school suspension will be a length of time determined by the school administrator with input from the classroom teacher. A student that is assigned to in-school suspension, will be given class assignments to be completed and receive credit for when completed.

Suspension From School

A student given an out of school suspension must remain off school property and cannot attend any school related activities during the length of suspension. Suspended students will receive zero (0) in all classes, unless at the teacher's discretion a student is given work and credit during the suspension.

Expulsion

The authority to expel rests only with the Milestones Charter School Board, after receiving a formal recommendation from school administration. All expulsion requests shall have supporting data indicating the due-process procedures followed, the alternatives attempted and the resources used by administration, teachers, support staff, and parents.

School Property and Vandalism

School property is either private or public property. In either event, it does not belong to any individual student or group of students. Destruction of school property is a violation of Public Law as well as school regulations. Destruction of, or damage to, school property is a serious matter. Students and their parents will be responsible for the replacement or repair of any property they willfully damage or destroy, including school equipment. Any student who violates this policy may be subject to warning, reprimand, suspension or expulsion, in addition to possible legal action.

Weapons

No student shall carry or possess a weapon or simulated weapon on school premises. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity on school property or school events. Weapon means any of the following: a firearm, a knife (including a pocket knife), destructive device, and a dangerous instrument. A simulated weapon means any instrument displayed or represented as a weapon. Any student who violates this policy may be subject to warning, reprimand, suspension or expulsion, in addition to possible legal action.

Drugs and Alcohol

The non-medical use, possession, or sale of drugs on school property or at school events is prohibited. Non-medical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students who violate the provisions of this policy shall be subject to immediate removal from the campus or event and shall be subject to prosecution in accordance with the provision of the law. For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- All prescription or over-the-counter drugs, except those for which permission to use in school has been granted pursuant to school policy.
- Hallucinogenic substances
- Inhalants

Any student who violates this policy may be subject to warning, reprimand, suspension or expulsion, in addition to possible legal action.

Harassment/Bullying/Hazing Policy

Definition: Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of but not limited to the individual's race, religion, creed, color, national origin, age, physical ability or gender. Definition: Bullying is unwanted, aggressive behavior among students that involves real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Harassment or Bullying can occur at any time during a school day, including conduct during school-related activities.

Harassment or Bullying includes:

- Verbal: Derogatory comments or jokes, slurs, insults, epithets or threatening words spoken to another person. Such actions are also considered harassment when transmitted by telephone, computer or any other electronic medium.
- Physical: Unwanted physical touching including hugging, kissing, fondling, patting, pinching or other physical conduct considered unacceptable; assault, deliberate impeding or blocking of movements; or any intimidating interferences with normal work and movement. Physical harassment includes stalking which shall be defined as any intentional following of a student by another in a time, place or manner which implies harassment.
- Visual: Derogatory, demeaning or inflammatory posters, cartoons, calendars, written words, letters, notes, invitations, drawings, gestures or objects; or the display of any sexually suggestive objects. Such actions are also considered harassment when created/transmitted by computer, fax or any other electronic medium.

Any student who violates this policy may be subject to warning, reprimand, suspension or expulsion, in addition to possible legal action.

Smoking

Smoking and use of other tobacco products shall be prohibited on all school buildings and grounds, including the parking lot. This policy applies at all times to students, employees and the general public.

Any student who violates this policy may be subject to warning, reprimand, suspension or expulsion.

Skateboard

In order to protect the safety and well being of students, faculty and third parties, students shall not use skateboards, roller blades, scooters and hee-lies on campus at anytime. Actions taken to enforce may include, but are not limited to, confiscation of equipment, detention or suspension.

Search & Seizure

It is the responsibility of school administrators to take prudent and reasonable action to protect the health, safety and welfare of all students. Student desks and similar items are the property of Milestones Preschool & Charter School and are provided solely as a convenience for students to use. Searches of school property may

be conducted at any time there is a reasonable cause or suspicion to do so with or without the student's presence.

The administration reserves the right to search any student suspected of possessing drugs or a weapon on school grounds or at school events. The administration may call in law enforcement authorities to conduct the search at their discretion.

Emergency Removal

If a student's presence poses a continual danger to other students and property or is a threat of disrupting the academic process, a student may be removed from the class or school for a minimum of a twenty-four hour period.

Student Computer Use

Computer use at Milestones is encouraged and made available to students for educational purposes. The school retains the ownership of all data, hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school-owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administration.

1. Students may not use computers unless supervised by a faculty member or a faculty member has granted permission.
2. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. All non-school software must be checked for viruses and approved for use by the network administrator.
5. No student shall attempt to establish computer contact into school restricted computer nets or any other unauthorized databases.

Student Internet Use

The Internet contains extensive information on a variety of subjects. Not all this information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professional would be appropriate. Caution is advised with information obtained on the Internet. Milestones expressly disclaims responsibility for such advice. There is no privacy on the Internet. Never give out personal or identifying information about you, anyone else or the school. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use.

Internet access will be provided to students for educational purposes. The school reserves the right to monitor and control all Internet activity including, but not limited to, the transmission, receipt and storage of e-mail and Web sites visited.

Students shall not:

1. Access, transmit and/or retransmit material, which promotes violence or advocates destruction of property.
2. Access, transmit and/or retransmit any information containing sexually oriented material.
3. Access, transmit and/or retransmit material, which advocates or promotes violence or hatred against particular individuals or groups of individuals.
4. Use, possess and/or load bootleg software (bootleg means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owing the owner of the software.)
5. Commit or attempt to commit any willful act involving the use of the network, which disrupts the operation of the network within the school, including the possession, use or attempted use of computer viruses.
6. Access, transmit and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.

A violation of this policy will be treated as a violation of student conduct and may result of loss of Internet access privileges or other disciplinary measures as set forth in the discipline code including suspension or expulsion, in addition to possible legal action.

Personal Property

Label or mark all articles of value (coats, extra clothes, book bags, etc.) with your name. It is best not to bring anything of value to school, this includes, but not limited to electronics, toys, collectables. Please take care of your personal items, so these things do not get lost. The school is not responsible for any personal property lost or damaged.

Lost and Found

Lost and Found items are stored in either the school office or the gymnasium. Milestones donates and/or disposes of items quarterly throughout the school year.

Cameras/Video Recorders/Taping Devices

Cameras and taping devices cannot be brought to or used in school without permission from the office or request by a teacher.

Electronic Devices

Student use or possession of cellular phones, electronic paging, two-way communication devices is prohibited in school buildings or grounds. No video game players, electronic readers, CD players, radios, electronic notebooks or any other device that may disturb the learning environment are allowed in any classes.

Publicity/Announcement

Any articles for the news media must be cleared in advance with Milestones Charter School Administration.

Rights of Expression

Any petitions, leaflets, or other printed materials you may want to distribute must be approved in advance by Milestones Charter School Administration. You must give a copy of the material to the office. You may not distribute anything that contains profanity, obscenity, vulgarity or false/injurious statements.

School Offices and Telephones

School offices are business offices. Students should not be in offices unless someone from the school staff is with them. School phones are business phones. Students should plan ahead so phones are not tied up during school hours.

Pesticide Use on Campus

As required by the State of Arizona Office of Pest Management, Department of Education and the Department of Health Services, Milestones provides posted notices of pesticide application 72 hours in advance. Notices are posted in the front office and preschool sign-in/out area, as required.

Milestones Preschool & Charter School is sponsored by the Arizona State Board for Charter Schools and regulated by the Arizona Department of Health Services. Inspection reports are available, upon request from the school office or at Arizona Department of Health Services 150. Milestones carries liability insurance required by the Arizona Department of Health Services, the Arizona Department of Education and the Arizona State Board for Charter Schools. Certificate of Insurance may be viewed upon request from the school office.

While on the Milestones campus, custodial parents and guardians of our students will have access to their children. Milestones does have policies and procedures in place pertaining to student, parent and visitor access to our campus and may be found in the following sections of this policies and procedures document: School Access For Students & Parents / Transportation, Accepting and Releasing of Students and School Visitor Policy. The intent to implement these procedures, opposed to an open campus, is not to restrict parents to their children, but to better control access to our campus, and for the safety and confidentiality of our children.

NOTIFICATION OF CONFIDENTIALITY RIGHTS REGARDING EDUCATION RECORDS OF STUDENTS WITH DISABILITIES AND THEIR PARENTS

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U. S. Department of Education

600 Independence Avenue, SW

Washington D.C. 20204-6005

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows:

The student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

Rights of Homeless Students

Milestones Charter School shall provide an education environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as student who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program.
- In a hotel/motel, campground or similar situation due to lack of alternatives.
- At a bus station, park, car or abandoned building.
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school.

School Selection: McKinney-Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed.(School of Origin)
- The school in which he/she was last enrolled.(School of Origin)
- The school in the attendance area in which the student currently resides.(School of Residency)

Remain Enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

Participate in programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling our dispute forms.

For more information, refer to <http://www.ade.ad.gov/asd/homeless/>.