

**Milestones Preschool & Charter School – Family Handbook**  
**2024–2025 Policies & Procedures**  
4707 East Desert Cactus Street Phoenix, Arizona 85032  
(602) 404-1009  
General Email: [info@mc.school](mailto:info@mc.school) website: [www.mc.school](http://www.mc.school)

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 with the laws of the State of Arizona and the school, and not be limited based on race, color, national origin, sex, gender, income level, disabling condition, proficiency in the English language or athletic ability. 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 and children or grandchildren of Milestones employees will receive enrollment priority. All other available enrollment slots will be filled based on applications received on the predetermined open-enrollment period. Customarily, Milestones open enrollment starts on the 2<sup>nd</sup> Monday in February. Applicants will submit an online application through the Milestones website. Online application assistance will be provided if needed by office personnel. All applications received on the first day of open-enrollment day will have equal opportunity for available enrollment spots. If applications received on that day exceed availability, applicants will be randomly chosen through a lottery system, and remaining applicants will be placed on a waitlist based on chronological order of application submission. All applications received after the first open-enrollment day will be handled on a first-come, first-serve basis for open spots and placement on a waiting list. After receiving acceptance for enrollment, parents/guardians must provide proof of the applicant's date of birth by providing a certified copy of the student's birth certificate or other reliable proof of the student's identity and age, as acceptable by A.R.S. 15-828 and proof of immunization or an Affidavit of Exemption. Parents/guardians must also complete and submit, before the first day of attendance, the Milestones Enrollment Packet, which includes student and parent/guardian information, emergency contacts, health information, a Home Language Survey, Residency Form, transcript requests and policy agreements. A student is entitled to enrollment even if documents are unavailable when the student is in Foster Care or defined as Homeless under the McKinney-Vento Assistance Law.

### **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 schoolwork 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 Operating Hours are from 7:30 a.m. - 5:30 p.m.

**K-8<sup>th</sup> Grades:** The Academic Day for our Kindergarten-Eighth grade students is 8:30 a.m. to 3:00 p.m. Drop-off is between 8:15 - 8:30 a.m. and pick-up is between 3:00 p.m. - 3:20 p.m. For Early Release Days the day ends at 12:30 p.m. The first day of school is Thursday, August 1, 2024, and last day of school is Wednesday, May 21, 2025.

**Preschool:** The first day of school for our 12-Month Preschool Program is Thursday, July 11, 2024, and the last day of school is Friday, June 20, 2025. The first day of school for our 10-Month Preschool Program is Thursday, August 1, 2024, and the last day of school is Wednesday, May 21, 2025. Our preschool programs include extended day, full-day or half-day options. Please see the preschool's Program & Tuition Schedule for more details.

### **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 for our preschool programs. Please see the detailed school calendar for specific dates.

### **School Attendance - Charter School**

The first day of school is August 1, 2024, and the last day of school is May 21, 2025. 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 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 absences. Excessive unexcused absences that affect academic performance may result in retention.

*Pursuant to A.R.S. § 15-901(A)(1), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year. The Department of Education delegates the decision whether an absence due to family vacation is an excused absence to individual school districts and charter districts.*

### **Tardy Policy - Charter School**

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 arriving at school are subject to administrative action.

### **Uniform Policy**

Milestones recognize 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 - Eighth Grade students, unless notified of a "no uniform day" must be in uniform every Monday - Thursday during the school year. Every Friday will be a "no uniform day". Students must wear school appropriate attire during no uniform days.

#### **Tops**

Milestones uniform shirts consist of Milestones embroidered polo shirts in navy blue, red, green and white, and Milestones printed T-shirts in navy blue or red. Milestones T-shirts are available for purchase in the school office. Milestones spirit wear may be purchased at <https://www.mcs-mustangs.com>. T-shirts and sweatshirts purchased here are considered part of our uniform and may be worn daily by students. Milestones polo shirts are available for purchase online at <https://euniformstore.com>.

#### **Bottoms**

Milestones uniform bottoms consist of pants, capris, shorts, and skorts in solid navy blue, khaki or black ONLY. Bottoms may be purchased at any retailer that sells UNIFORM bottoms. *No sweatpants, athletic or legging type material allowed as an alternate to uniform shorts, skorts or pants.* These items may be worn on free dress Fridays.

### **Shoes**

Shoes need to be closed-toed and appropriate for recess and/or physical education. No flip-flops, clogs, knee high lace 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 the weather permits. Outerwear need not have a Milestones logo. 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.

### **Preschool Registration fees: Twos, Threes & KPrep**

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

\$50 - Reenrollment Fee Due to Withdrawal.

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

### **Tuition Charges**

**Milestones charges tuition for the following programs:**

**Preschool & Charter Extended Day** - Please see Milestones Preschool: 2024-2025 Program and Tuition Schedule or Extended Day Fees for Charter Students

### **Milestones Extended Day Program for Charter Students**

Milestones provides before and after school care for students that require extended care. Please see Extended Day Fees for Charter Students for monthly or hourly rates. Before school operating hours are from 7:30 a.m. to 8:15 a.m. and after school hours are from 3:20 p.m. to 5:30 p.m. All students present during these times will be charged.

### **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 a 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.

### **Tuition Payments - Preschool Programs & Charter Extended Care**

Tuition is an annual fee based divided into monthly payments. The 12-month program's July payment is a partial payment. Milestones tuition is due on the first school day of each month or on the 1<sup>st</sup>. All billing and payments will be made through the Procure App. Families enrolling after the start of the school year may have their first month's tuition pro-rated based on the time of enrollment.

### **Payment Methods**

While Milestones accepts cash, check or credit card payments for all tuition charges and school fees, *the preferred method of payment for Preschool Programs or Charter Extended Care is through the Procure App.*

Milestones utilizes Procure Solutions, a childcare management program. The Procure App will be used to sign-in/out students daily, to make tuition payments and communicate with the preschool teaching staff. Families will scan a QR Code at drop-off and pick-up for proper attendance. New families will receive an emailed invitation before the start of the school year from Procure.

#### **Withdrawal/Refund Policy – Preschool Programs**

Milestones requires families to provide written notice for withdrawal for all tuition paid programs. For families withdrawing on or before December 20, 2024, a 30-day notice is required. Which would come in the form of a 30-day notice, one month of tuition or a combination of the two. Families that withdraw between December 21, 2024 and March 31, 2025, will be required to provide a 45-day notice or a month and a half of tuition or a combination of the two. Families will be responsible for their remaining tuition balance if notification of withdrawal is made on or after April 1, 2025. Refunds will be given to families that have remitted tuition beyond the 30-day or 45-day notice. No refunds will be given for registration fees paid. Families may receive copies of their child's school records after all financial obligations have been met. Families choosing to withdraw will not be considered for first in-line availability for upcoming school year enrollment spots.

#### **Personal Time Credit- Preschool Programs**

Milestones will offer a 2-week or half of month's tuition credit to on-campus families once per school year. This credit will be available after a family has made a minimum of three full monthly payments. This credit does not have a cash value, will not rollover to the next school year and can only be used when a child is absent for a minimum of 10 days. This credit may not be used as payment for tuition owed due to withdrawal. Families are required to request this credit in writing. Based on payment method or frequency, the credit may be seen with the following month's charge. Milestones will grant a credit "after the fact" due to an emergency absence. That credit will be reflected in next month's charge. Milestones will not refund a prior tuition payment. Credit may not be used during school breaks, as families are not charged for those days.

#### **Extended Leave of Absence – Preschool Programs**

Milestones, within reason, will work with families of preschool students that require an extended leave of absence. The leave will be granted to families that have paid a minimum of three full monthly payments. An extended leave requires more than two full weeks of consecutive absences. Families are required to request leave in writing. Parents should communicate with both the classroom teacher and office personnel regarding specific dates. Those that have a child enrolled in a tuition paid program may hold their child's spot by paying 50% of their monthly tuition. This may be done for no more than one month or four weeks per school year. Families may combine the **Personal Time Credit** with the **Extended Leave of Absence** and provide a half a month's tuition and be absent for 6 weeks. Families that are absent for more than 6 weeks per school year will be required to either pay the entire monthly tuition or will be disenrolled. Disenrolled families may not be considered for the first in-line enrollment available for the following school year and will be subject to an re-enrollment fee.

#### **Extended Leave – Charter School**

On occasion, Milestones families leave the state or country for an extended period. Please keep in mind that The Arizona Department of Education requires Milestones to withdraw a Kindergarten – 8<sup>th</sup> grade student after ten (10) consecutive unexcused absences. 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 unexcused absenteeism that affects academic performance may result in retention.

#### **School Access For Students & Parents / Transportation / Accepting and Releasing Students**

During most of Milestones business hours, 7:30 a.m. to 5:30 p.m., the main office, located in Building A, is where students and parents/guardians will enter the Milestones campus. During most of the day, the front office's main doors will be locked. A doorbell and video camera will notify office personnel and office personnel will clear any students, parents, or visitors to enter the office area.

For the convenience of families during our busiest times of the day, 8:10 a.m. – 8:30 a.m. and 3:00 p.m. – 3:20 p.m., the east breezeway gate to Building B and the curb-side double door in Building C's gymnasium, will be

opened and staffed by Milestones personnel and will be used for drop-off and pick-up. For security reasons, these gates and doors are closed and locked from the outside during at all other times.

### **Charter Drop-Off & Pick-Up**

Kindergarten - Fourth Grade students will be dropped off in Building B's breezeway between 8:15 - 8:30 a.m. Parents/guardians and students will enter/exit at the east breezeway gate and students will be dropped off at the designated, north Building B doors, in their classrooms or outside play area, weather permitting.

Kindergarten - Fourth Grade students/parents/guardians will enter/exit the breezeway at the east gate, starting at 3:00 p.m. Parents/guardians will pick up their student from the designated breezeway area, classroom or outside play area, weather permitted. The same procedure will be followed on Early Release Days.

Fifth - Eighth grade parents/guardians are responsible to drop off and pick up at the school's south parking lot curb adjacent to the gym in Building C via vehicle. Families with multiple children may drop-off and pick-up all K-8<sup>th</sup> grade students at the gym.

Parents/guardians are expected to provide transportation to and from Milestones. Families that live near campus may walk their child to their designated drop-off area.

### **Preschool/Extended Day Drop-off & Pick-up**

Parents/guardians are responsible for accompanying all preschool and extended day students on to campus. All preschool/extended day students are required to be signed in and out using the Procure App, by the responsible party dropping-off and picking them up. Specific drop-off and pick-up procedures will be shared with preschool families based on grade and timing of drop-off and pick-up. 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 or first initial, full last name and not initials.

### **Early Pick-up**

Students, on occasion, are required to be picked up before the end of the school day. We encourage families to call ahead, as it sometimes takes more than a few minutes for students to gather their belongings and walk to the office. Parents/guardians are required to sign their child out of school in the school's main office.

### **Other than Designated Individual Pick-up**

If you wish to have someone other than those listed on your enrollment paperwork authorized to pick up your child, please notify the office/administrative staff beforehand. Children will not be released to anyone who is unable to produce proper identification.

**You may not park on Desert Cactus or 47<sup>th</sup> 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 of way. 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 7:30 a.m. to 5:30 p.m. There is a \$1.00 per minute charge for a child left beyond operating hours. Milestones reserves the right to increase the per minute charge for families that are habitually late. Office personnel will contact these families to discuss the increased rate. The fee is payable immediately to the school. The fee will not be waived for families calling prior to a late pick up.

## **Parent Classroom Visits Tours or Observations**

**Parents of Enrolled Students.** In accordance with Arizona law, parents of students enrolled at the school may request to visit, tour, or observe their child's classroom (a "campus visit"), subject to the following parameters:

- All campus visit requests must be received by the school at least 24 hours in advance of the proposed visit, provided that the school, in its sole discretion, may waive the 24-hour advance notice requirement on a case-by-case basis.
- Campus visit requests will be promptly reviewed by Milestones Administration, with input from the classroom teacher.
- Campus visit requests will be approved unless they threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

During any approved campus visit, parents will be subject to all policies applicable to campus visitors generally, including safety requirements for providing identification, signing in and out of the campus, and if applicable, being accompanied by school staff.

**Parents/Guardians of Potential Students.** In accordance with Arizona law, parents who wish to enroll their child in the school may request a campus visit, subject to the same parameters set forth above for parents of enrolled students. In addition, parents of potential students will be required to be accompanied at all times during any campus visit by a current staff member.

**Scheduling.** Approved campus visits will be scheduled at a mutually convenient time for the school and the parents, and may be limited to a specific time frame, at the school's discretion.

**Health and Safety Parameters.** For purposes of this policy, the following requests threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff, and are therefore not allowed:

- Requests for campus visits during state testing, other testing periods, or at other times that would clearly interfere with educational instruction or disrupt the educational environment.
- Requests for campus visits by parents who have demonstrated failure to abide by Parent Behavioral Expectations (set forth below), or who have otherwise failed to abide by campus visitation policies of the school.
- Requests that, for other reasons, threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

**Parent/Guardian Behavioral Expectations.** During any campus visit, parents are expected and required to comply with all campus visitor procedures and to comport themselves at all times with appropriate decorum and in a manner that is respectful and conducive to an environment in which the educational objectives of the school can be effectively administered. Consistent with this expectation, any parental behavior that constitutes harassment, bullying, or verbal or physical abuse of staff or students, or that otherwise disrupts the educational environment is expressly prohibited.

In addition, parents may not interfere with instruction or distract from the instructional environment, nor may parents help their child with their schoolwork during a campus visit, unless specifically allowed by the classroom teacher.

Parents who disregard these behavioral expectations while on school grounds will be ejected from campus; may be prohibited from future campus visits or subject to other limitations on future campus visits; and may be subject to other consequences under applicable law or policy.

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.

## **Move On When Reading**

Arizona's Move On When Reading law (ARS §15-701) states that if data on the third grade statewide reading assessment is available and demonstrates that a student scored "falls far below" the student shall not be promoted from the third grade.

There are four exemptions from ARS §15-701 - In accordance with the law, a school district governing board or the governing body of a charter school is allowed to promote a student who earns a score of "falls far below" on the third grade statewide reading assessment only for the following reasons:

- A third grade student is an English Language Learner or Limited English Proficient who has received less than two years of English instruction: or
- A third grade student with disabilities has an Individualized Education Plan (IEP), and the IEP-team, which includes the student's parent/guardian, agrees that promotion is appropriate: or
- A third grade student is in the process of a special education referral or evaluation for placement in special education and/or a student who has been diagnosed as having a significant reading impairment, including dyslexia.
- A third grade student has demonstrated or subsequently demonstrated sufficient reading skills or adequate progress towards sufficient reading skills of the 3rd grade reading standard as evidence through a collection of reading assessments approved by the State Board.

### **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 a copy of an updated, certified immunization report for your child. Please provide a copy of any updates to your child's immunizations that occur during the school year.
2. Exemption forms are available in the office for families that do not follow the Arizona Dept. of Health's vaccination schedule or chose not to have their child vaccinated.
3. Should your child need to be given medication, office personnel may administer medicine, if it is in the original container, labeled with instructions, including dose and time, with your child's first and last name. This includes all prescriptions and over the counter medications, including cough drops. Preschool students may not be administered over the counter medication without a doctor's written instructions. Milestones does not stock a supply of over-the-counter medication for our students. All medication will need to be provided by parents. Parents must complete a medication form, available in the office.
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 the office.

### Health Protocols

1. Face masks for students, staff and family members are not required to be worn. Please respect choices made by individuals and families.
2. Frequent hand washing/cleaning will be encouraged at regular intervals throughout the day with both soap and water or hand sanitizer. Parents/guardians, along with school staff, should teach, reinforce frequent and proper handwashing techniques.
3. Encourage students and staff to cover coughs and sneezes with a tissue, used tissues should be thrown away and hands washed immediately.
4. Milestones cannot emphasize enough the importance of self-monitoring before staff, students and/or family members leave home to come to school. If you are sick, please stay home.
5. 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:
  - ◆ Fever: A temperature of 100.4 degrees or higher.
  - ◆ Dry Cough, Shortness of Breath, or Chest Pains
  - ◆ 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. Your child may return to school with they are symptom free for 24 hours or a doctor's written note stating they are fine to return to school. Those that experienced a fever may only return when symptom free for 24 hours without fever reducing medication.
6. If your child is diagnosed with a contagious or communicable disease, such as whooping cough, measles, mumps, chicken pox, diphtheria, pinworms, scarlet fever, conjunctivitis, covid-19 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.
7. Exposure or diagnoses of any contagious or communicable disease will be handled based on the recommendations, support and guidance of the Department of Health Services, Maricopa County Health Department, and any other governmental entity.

### 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 trusted school employee will accompany a student to an emergency medical facility until a parent or guardian is present. Milestones faculty and staff will aid 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, Milestones computerized student information system and through Procure. Parents/Guardian are required to inform the office of changes or update them on our student information system and Procure through their personal logons.

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.

### **Meal Program**

Milestones operates a licensed, on-site kitchen. Lunches may be purchased by families for \$3.60 per meal. Under the Department of Education's National School Lunch Program (NSLP), students may be eligible for a Free or Reduced lunch. Parents/Guardians must complete an Income Application to determine if they qualify for a Free or Reduced lunch. Applications are available in the school office. Reduced meals are 40 cents. 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. Milestones students, regardless of age, are prohibited from sharing food or drinks with fellow students, due to safety issues, including allergies.

### **Parent Teacher Conferences**

Kindergarten Prep - Eighth Grade Conferences are scheduled in both October and March of each school year. Additional meetings between parents/guardians, and 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 (3 days or more) the assignments may be obtained through the teacher.

### **Student Conduct and Discipline**

Students at Milestones will be held to the highest standards of conduct to maintain a safe and orderly learning environment where children 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 always exhibit positive behavior 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 of 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, allowing 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**

Apart from a law enforcement officer, Milestones prohibits anyone to possess a weapon while on campus. 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 pocketknife), 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 are 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, color, national origin, sex, gender, religion, age, and physical ability. 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, vaping and use of other tobacco products shall be prohibited on all school buildings and grounds, including the parking lot. This policy always applies to students, employees and the general public.

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

### **Bicycles & Skateboards**

To protect the safety and wellbeing of students, faculty and third parties, students shall not use bicycles, skateboards, roller blades, scooters and heelies on campus at any time. 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 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 professionals 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, transmits and/or retransmits 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 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.

## Required Information to be Provided to Families

### Regulatory Agencies

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 at 150 N 18<sup>th</sup> Ave. Suite 400, Phoenix, AZ 85007.

### Insurance

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. A Certificate of Insurance may be viewed upon request from the school office.

### Visitors

While on the Milestones campus, custodial parents and/or 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 the Milestones Policies and Procedures document, posted the in the school office and on our website - [www.mc.school](http://www.mc.school). The intent to implement these procedures, opposed to an open campus, is not to restrict parents/guardians to their children, but to better control access to our campus, and for the health, safety, and confidentiality of our children.

### Student Records Request

Authorized persons who require access to student records (cumulative, special education, discipline, etc.) must submit their request in writing to the school office or email [info@mc.school](mailto:info@mc.school). Milestones reserves the right to charge for copies.

### Public Records

Please submit request by emailing Tara Cabardo at [tcabardo@mc.school](mailto:tcabardo@mc.school). Milestones reserves the right to charge for copies.

Charter Instructional Staff Resumes (K-8<sup>th</sup>) are available for review by request from a parent/guardian.

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

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. The Governing Board has established written policies regarding the collection, storage, retrieval, release use, and transfer of student educational information collected and maintain pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act: Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- No Child Left Behind Act of 2001 (NCLB); • The individuals with Disabilities in Education Act; U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, section 141 and 142

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students’ records transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns. These records are maintained in the office of the District under the supervisor of the administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses educational records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30]. You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing or organizations who have reviewed or received copies of the information [[34 C.F.R. 99.7]. Parents who wish to review their children’s records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. District personnel will be available to explain the contents of the records to you. Copies of student educational records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies will be costs of copying unless the fee prevents the parent from exercising right to inspect and review those records.

You have the right to request that an amendment be made to the student’s education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7 (a) (1)]. You should write the principal, clearly identify the parts of the record you want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by you, the District will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be to you when notified of right to a hearing.

You have 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. 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 District is 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; person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act

Office in Washington, D.C., concerning alleged failures by the District to comply with the requirements of FERPA [34C.F.R. 99.7].

The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

## McKinney-Vento Homeless Assistance

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.

The McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) in December 2015, serves as the primary federal legislation detailing the educational rights of children and youth experiencing homelessness.

The McKinney-Vento Homeless Assistance Act requires that children and youth experiencing homelessness have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. To ensure access to educational and other services necessary to meet the same challenging State academic standards to which all students are held, State educational agencies and local educational agencies are required to develop, review, and revise policies and procedures to remove barriers to the identification, enrollment, attendance, and academic success of children and youth experiencing homelessness (42 U.S.C. §§11431-11432).

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 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, please contact Milestones Charter School's Homeless Liaison – Tara Cabardo or refer to [www.azed.gov/homeless](http://www.azed.gov/homeless).