

Milestones Preschool & Charter School 2021-2022 Policies & Procedures

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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. 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 of Milestones employees will receive enrollment priority. All other available enrollment slots will be filled through a lottery system based on applications received during the open-enrollment period. Customarily, Milestones open enrollment consist of a two-day period in February. If more students apply than available slots per grade, remaining students will be placed on the waiting list in order of application. Applicants must submit a completed application form. 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 identify and age, as acceptable by A.R.S. 15-828 and proof of immunization or an Affidavit of Exemption. Parents/guardian must also fill out and return, before the first day of attendance, the Milestones Enrollment Packet, which includes student and parent information, the Emergency Blue Card, Home Language Survey, Residency Form, transcript requests and policy agreements.

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 opens at 7:30 a.m. and closes at 5:30 p.m.

K-8th Grades: Academic day for our Kindergarten students is 8:30 a.m. - 2:30 p.m. The Academic Day for our First-Eighth grade students is 8:30 a.m. to 3:00 p.m. For Early Release Days the day ends at 12:00 noon or Kindergarten and 12:30 p.m. for First - Eighth. The first day of school is Thursday, August 5, 2021, and last day of school is Wednesday, May 25, 2022.

Preschool: The first day of school is Thursday, July 15, 2021, and the last day of school is Friday, June 24, 2022. 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 5, 2021, and the last day of school is May 25, 2022. 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 in arriving at school are subject to administrative 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 - Eighth Grade students must be always in uniform unless otherwise indicated. Parents will be notified of "dress down 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. Polo shorts are available for purchase online at <https://euniformstore.com>. 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 any 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 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. 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 - 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.

Tuition Charges

Milestones charges tuition for the following programs:

Preschool, K Prep, & Extended Day - Please see Milestones Preschool: 2021-2022 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 8:10 a.m. and after school hours are from 3:30 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 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

While Milestones accepts cash, check or credit card payments for all tuition charges and school fees. For families that make regular monthly the preferred method of payment is to set-up automatic monthly or bi-monthly credit card payments.

Withdrawal/Refund Policy - Preschool Programs

Milestones requires families to complete a **Withdrawal/Refund Form** for withdrawal for all tuition paid programs. For families withdrawing on or before December 17, 2021 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 18, 2021 - April 30, 2022 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 (May and June) if notification of withdraw is made on or after April 30, 2022. 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 withdrawal 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 a month's tuition credit to 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 may only be used when a child is absent. A **Personal Time Credit Form** is required to be completed. 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 unplanned or

emergency absence. That credit will be reflected in the next month's charge. Milestones will not refund a prior check, cash or credit card payment. Credit may not be used during school breaks, as families are not charged for those days.

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 - 8th 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.

Extended Leave - Preschool Program

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 requesting a leave must complete the **Extended Leave of Absence Form**. 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 first in-line enrollment available for the following school year.

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

Pick-up and drop-off procedures may change to better meet health and safety protocols. Families will be notified of any changes.

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 main doors will be locked. A doorbell and video camera notify office personal and office personal will clear any students, parents or visitor 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. - 3:30 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

K - 4th grade students will be dropped off in Building B's breezeway between 8:10 - 8:30 a.m. Parents/guardians and students will enter at the east breezeway gate and students will be dropped off at the designated, north Building B doors. Parents/guardians will not be allowed into the buildings at the time of drop-off. Parents/guardians will exit at the double, play-pad gates, between Building B and A.

Pick-up for our Kindergarteners will be from 2:30 - 2:50 p.m. Parents/guardians will enter the breezeway at the east gate and pick-up their student at the designated area. Families will exit at the double, play-pad gates. Kindergarteners attending Extended Day or with older siblings will stay with their teachers until 3:00 p.m. First - Third grade students/guardians (please note 4th graders drop-off is different from pick-up) will enter the breezeway at the east gate, starting at 3:00 p.m. Only Kindergarten parents will be allowed to enter before 3:00 p.m. Parents/guardians will pick-up their student from the designated breezeway area and should exit campus at the double, play-pad gates. On Early Release Days, the procedure will be the same, just at an earlier time.

Fifth - Eighth grade parents/guardians are (fourth grade for pick-up only) 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-8th 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 on provided forms, or by using a chosen smart phone application for signing in and out, 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 a 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 as 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 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 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.

School Visitor Policy*

For the 2021 - 2022 our visitors policy will be limited to only essential personnel.

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.

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 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. Religious or Personal Belief 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 prescription 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 will be optional for the 2021-2022 school year. Please respect choices made by individuals and families. Our face mask policy could change to better meet health and safety protocols.
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. Hand sanitizer will be located throughout campus.
5. Milestones will continue to follow their routine cleaning and disinfections schedule, including frequently touched surfaces.
6. Milestones will limit nonessential visitors or volunteers.
7. Milestones will continue to limit group activities and presentations. The use of communal spaces, playground and/or gymnasium, will be staggered and limited to cohort groups.
8. 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.
9. 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 degrees or higher.
 - ◆ Dry Cough, Shortness of Breath, Chest Pains or other Symptoms Associated with COVID-19
 - ◆ 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.
10. If your child has been exposed to any 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. Children with a temperature of 100 or more may not return to school unless they are symptom free, without fever reducing medication, after 48 hours or with a doctor's written statement.

11. Exposure or diagnoses of COVID-19 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 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 in 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.

Food & Nutrition

Milestones currently contracts with an independent caterer, which is licensed and insured to provide breakfasts and lunches under the National School Lunch Program (NSLP) or Summer Foods Program (SFSP). Meals provided by the caterer meets the Healthy, Hunger Free Kids Act 2010 which requires a variety of healthy foods including whole grains, fruits, vegetables, and low sodium foods. Under NSLP, free or reduced meals are provided for students that qualify. Families that do not qualify may pay a daily rate. NSLP applications, lunch menus and the process or order and pay is available in the school office. Under SFSP, all students 18 years of age and younger qualify for program meals. 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 **not** be available for the 21-22 school year. Milestones students, regardless of age, are prohibited from sharing food or drinks with fellow students, due 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, 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 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 behaviors during Distance Learning will be dealt with in the same manner as if the behavior was exhibited on campus. Expectations of **Online Etiquette** will be provided to families and students before the start of distance learning for all students.

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 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 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, 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

In order to protect the safety and wellbeing of students, faculty and third parties, students shall not use bicycles, skateboards, roller blades, scooters and hee-ies 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 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 transmits 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.

Required Information to be Provided to Families

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 18th Ave. Suite 400, Phoenix, AZ 85007.

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.

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 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 health, safety and confidentiality of our children.

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

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.

Revised 4/4/01

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/>.

Milestones Charter School – Local Wellness Policy

I. Wellness Policy Goals

Goal for Nutrition Promotion:

Nutrition Promotion includes activities and participation in programs that promote and reinforce health and emphasize the school's commitment to a healthy school nutrition environment. Schools in the district will:

- a. District encourages participation in meal programs as appropriate (School Breakfast, National School Lunch, Afterschool Care Snack, Fresh Fruit and Vegetable Program etc.)
- b. Participation in meal programs is promoted to families
- c. Participation in farm to school activities
 - I. *Messages about agriculture and nutrition are reinforced throughout the learning environment.*
 - II. *Schools host a school garden*
 - III. *Schools host field trips to local farms*
 - IV. *Schools implement farm to table lesson plans*

Goal for Nutrition Education:

Nutrition education teaches behavior focused skills and may be offered as part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to safeguard their health and make positive choices regarding food and nutrition, or nutrition education can be offered as sequential individual lessons throughout the school year.

- a. Schools teach Nutrition education through other subjects like math, science, language arts, social science and electives.

Goal for Physical Activity:

Physical activity is defined by the Centers for Disease Control and Prevention (CDC) as any bodily movement produced by skeletal muscles that result in energy expenditure. Regular physical activity in childhood and adolescence improves strength and endurance, helps build healthy bones and muscles helps control weight, reduces anxiety and stress, increases self-esteem and may improve blood pressure and cholesterol levels. Incorporating regular physical activity in your school(s) is an important contributor to student wellness.

- b. Physical Activity
 - I. Schools will withhold physical activity during the day (including but not limited to recess, classroom physical activity breaks, or physical education) as a form of punishment for any reason.
 - II. To the extent practicable, schools ensure that their grounds and facilities are safe and that equipment is available to all students to be active.
- c. Before and After School Activities
 - I. Schools provide students with opportunities to participate in physical activity before and/or after school
- d. Physical Education
 - I. Physical education programs promotes student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment).
- e. Recess
 - I. Recess monitors encourage students to be active
 - II. Recess is offered outdoors when weather is feasible
- f. Classroom Physical Activity Breaks and Active Academics
 - I. Teachers incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible to reduce sedentary behavior during the day.
- g. Physical Activity Topic in Health Education
 - I. Health education is required in all grade levels
- h. Active transport
 - I. *Safe or preferred routes to school are designated*
 - II. *Crosswalks on streets leading to school are used*
 - III. *Instruction on walking/bicycling safety is provided to students*
 - IV. *Crossing guards are used*

- V. *The number of children walking and/or biking to and from school is documented*
- VI. *Secure storage facilities for bicycles and helmet are present on school grounds*

Goal for Other School-Based Activities that Promote Student Wellness:

- a. *School Sponsored Events*
 - I. *School-sponsored events incorporate wellness components including physical activity and healthy eating opportunities.*
- b. *Relationships with Community Partnerships*
 - I. *Local Businesses*
- c. *Community Health Promotion and Family Engagement*
 - I. *The benefits of and approaches to healthy eating and physical activity are promoted to parents/caregivers, families, and general community.*
- d. *Staff Wellness and Heal Promotion*
 - I. *The district promotes staff member participation in health promotion programs.*
- e. *Professional Learning*
 - I. *The district offers annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and schools.*
- f. *Other Activities to Promote Wellness*
 - I. *The district supports health fairs at 1 school per year.*

II. Nutrition Standards

School Meals:

The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

- a. *All schools in the district will participate in the National School Lunch Program.*
- b. *All meals will, at a minimum, meet the New Meal Pattern requirements.*
- c. *Free, potable water will be available to all students during meal periods.*
- d. *Breakfast meals served meet the new meal pattern requirements including minimum requirements for fruits/vegetables, whole grain rich foods and 2 varieties of milk*
- e. *Additional standards include:*
 - I. *Students are served lunch at a reasonable and appropriate time of day*
 - II. *Meals are served in clean and pleasant settings*
 - III. *Meals are appealing and attractive to students*

Competitive Foods and Beverages:

- f. *Nutrition standards for competitive foods and beverages must, at a minimum, meet the USDA’s Smart Snacks in Schools guidelines. These guidelines apply to all foods sold in the following locations:*
 - I. *Vending Machines*
 - II. *School Stores*

Celebrations and Rewards:

Arizona Law (ARS 15-242) states that all food and beverages served to students in grades K-8 must meet the USDA’s Smart Snacks in Schools guidelines.

- g. *Parents receive a list of foods and beverages that meet the USDA Smart Snacks nutrition standards*
- h. *These guidelines apply to (check all that apply):*
 - School-sponsored events*
 - Celebrations and parties*
 - Classroom snacks provided by parents*
 - Classroom rewards and Incentives*

Fundraising:

- i. *The district allows infrequent, exempt fundraisers, where food sold on campus during the school day does not meet Smart Snack guidelines and complies with less than once a month and a duration of no more than 5 days.*

Food and Beverage Marketing in Schools:

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. All products marketed on the school campus must, at a minimum, meet the Smart Snacks guidelines.

- j. *All foods and beverages advertised on the school campus during the school day meet or exceed the USDA Smart Snacks in School nutrition guidelines. These guidelines apply to:*
 - I. *Vending machine exteriors*
 - II. *School equipment such as marquees, message boards, scoreboards, busses etc.*
 - III. *Cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment.*
 - IV. *Poster, books covers, school supplies, displays etc.*
 - V. *Advertisements in school publications or mailings*
 - VI. *Free product samples, taste tests, or coupons of a product or free samples displaying advertising of a product*
- k. *As a district, school nutrition services, athletic director, PTO/PTA reviews existing contracts and considers new contracts, equipment and purchases, decisions reflect applicable marketing guidelines established by the Local Wellness Plan.*

III. School Wellness Committee

Committee Role and Membership:

The District will convene a representative district wellness committee that meets to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy.

- a. *The District Wellness Committee will meet quarterly*
- b. *The DWC actively recruits representation from all school levels (elementary, middle, high), parents/caregivers, representative from school nutrition programs, physical education teachers and administrators*
- c. *The public is notified of their ability to participate in the district wellness committee by notices on the district website and information sent home via flyers*
- d. *The DWC has representation from all school levels, Parents/Caregivers, Representative from School Nutrition programs, Physical education teacher, Administrators, and dietary professionals*

Leadership:

The district has designated one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the local wellness policy.

- e. *The designated official for oversight of implementation at each school is: Sharie Banbury*
- f. *The designated official for convening the wellness committee is: Sharie Banbury*
- g. *The person designated for informing the public about the wellness policy is: Sharie Banbury*

IV. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation of the Wellness Policy:

- a. The designated official for oversight of implementation at each school will present the LWP to each schools lunch program representative by 8/31/2019. The schools representative will review that plan and work closely with the DWS designated official to ensure the plan is implemented in an appropriate amount of time. The designated official will report at quarterly meetings progress with implementation at each school. The DWS will assess during quarterly meetings if there are any procedures or concerns that need to be addressed in fully implementing the LWP at all schools.

Triennial Progress Assessments:

At least once every three years, the LEA must conduct an assessment of their wellness policy. To accomplish this, the District will evaluate compliance with their wellness policy and assess progress toward meeting the goals of the District Wellness policy. Additionally, USDA requires that the District will compare their policy to the Alliance for a Healthier Generation's model wellness policy.

- b. The District will assess compliance and progress of their local wellness policy at least once every 3 years.
- c. The District will utilize the ADE Local Wellness Policy Activity and Assessment tool to assess the extent to which schools under the jurisdiction of the district are in compliance with the wellness policy, the extent to which the district's policy compares to the model policy, and a description of the progress made in attaining the goals of the district's wellness policy.
 - i. The person responsible for this assessment is: Sharie Banbury

Revisions and Updating the Policy:

The District will update or modify the wellness policy as appropriate.

- d. When District priorities change
- e. New state or federal guidance/standards are issued

Notification of Wellness Policy, Policy Updates and Triennial Assessment:

The District will inform families and the public each year of any updates to the wellness policy and every three years their compliance with the written wellness policy.

- f. By notices on the district website

V. Recordkeeping

The district retains the following documents to demonstrate compliance with the wellness policy.

- a. Written wellness policy
- b. Documentation demonstrating it has been available to the public
- c. Documentation of efforts to review and update the policy, including indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate.
- d. Documentation to demonstrate compliance with the annual public notification requirements.
- e. The most recent assessment on implementation of the school wellness policy
- f. Documentation demonstrating the most recent assessment on the implementation of the policy has been made available to the public.