

Student Handbook

7105 Western Blvd.

Jacksonville, NC 28540

(910) 455-6928

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The information contained in this Student Handbook will introduce you to the philosophy and the organization of Milestones Academy. It will serve as a quick reference to our daily operating policies and procedures.

Motto

Global learners create future leaders.

Mission

Milestones Academy delivers high quality instruction focused on preparing students to be worldly thinkers, problem solvers and confident leaders. Our classrooms will push students to grow socially, emotionally, and academically.

Hours of Operation

School Day: 8:00am-2:45pm
Before/After School Care: 7:00-7:35 am and 2:45-6:00pm

Contact Information

7105 Western Blvd.
Jacksonville, NC 28540

(910) 455-6928 opt. 1
www.educateonslow.com

Administrative Team

Elizabeth Elks- Academy Director
Jamie McRacken- Preschool Director
Megan McAvoy – Academy Director of Instruction
Rita Buhr – Academy Office Administrator

OUR VISION

We had a vision. A vision that our children will grow-up to find success in life, be well educated and lastly be confident leaders striving to make a difference in the world around them. As educators “our” children are “your” children. This vision fueled the opening of Milestones Preschool in 2016 and is undoubtedly the driving force behind Milestones Academy.

Our vision for each child’s future starts with our dream of a classroom that enables teachers to empower students. With small classroom sizes our teachers will have the opportunity to better differentiate instruction to meet the various needs within each classroom. Low teacher to student ratios allows teachers to provide each child with the attention needed to reach their highest academic potential. Students will be engaged in an environment that fosters the love of learning and encourages “out of the box” thinking.

As educators our job is more than just delivering curriculum. We are preparing 21st century students to be tomorrow’s leaders. These children will buy and sell to the world. They will compete with people from other countries and solve global problems. Our students will have an understanding of the world that ranges from our local community to national and international happenings and history.

Through highly qualified instruction, small classroom sizes and global learning opportunities, Milestones Academy is focused on the “whole” student. We are empowering students to be 21st century leaders!

ADMISSION

Enrollment Procedures

When it comes to your child's education, we understand the amount of time and research that goes into finding a school that is the right fit for your family. New families need to complete a student application, which can be found on our website at educateonslow.com. Once your application is received, the office staff will reach out to schedule a tour of our facility.

After completing the application and tour, our admin team will meet to ensure we are the right fit for your child. Families who receive an enrollment offer have 72 hours to complete the enrollment packet and pay the registration fee. Completion of the enrollment package will secure your students' enrollment for the upcoming year.

Milestones is committed to placing each student in an academic setting that best supports their learning needs. To help us make informed placement decisions, all new students must submit their final end-of-year report card before July 1. Students transferring from another private school or homeschool will also be assessed prior to enrollment to determine the most appropriate academic placement.

**Enrollment and Application fees are non-refundable*

IEP and 504 Plans

As a private school, Milestones is not mandated to offer special education services and/or specified accommodations outlined on Individualized Education Plans (IEPs) or 504 Plans. However, with small class sizes and additional classroom support, our teachers will work to modify student assignments to meet each child's educational needs. Regardless of IEP or 504, all prospective students must complete the standard admissions process. All applicants with IEPs or 504 Plans must submit copies of IEP or 504 documentation for school review prior to the admissions interview.

Re-enrollment Procedures

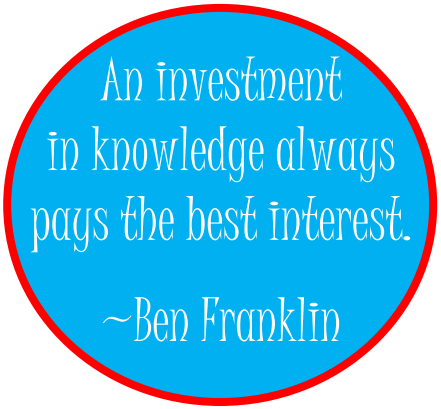
Current families will be offered the opportunity to enroll prior to the enrollment period for new families. We encourage all current families to take advantage of this opportunity as we will not be able to guarantee your child's place for the upcoming year once the enrollment period is open to the general public.

Student Withdrawal or Dismissal

When a student enrolls in Milestones Academy, the family is committing to remain for the entire school year. If a family makes the decision to withdraw, or in the case the student is dismissed, the parents must have an exit conference with the administration and provide a written statement regarding the change of enrollment status. It is important for parents to remember that all families remain financially responsible for the full year's tuition regardless of the student's enrollment status.

We understand many families in our area are relocated due to military orders. If military orders are provided a family will not be required to remit payment for days after the students withdraw.

A student that is dismissed from Milestones Academy is not permitted for readmissions for at least one calendar year.



FINANCIAL INFORMATION

Payment Schedule
Tuition paid monthly or quarterly must be set up on an ACH automatic withdrawal. All payments will be run on the 1st.

Past Due Accounts
If a payment is declined, a family must submit a different form of payment within 10 days. A $25 NSF fee will be charged to the account. Accounts that are more than 60 days past due will result in disenrollment of the student.

Scholarships

- All families should apply for the NC Opportunity Scholarship
- Students with an active IEP should apply for the ESA+
- Families who are not awarded the NC Opportunity Scholarship, ESA+ or Folds of Honor should complete the Milestones Miners Legacy Grant.

Annual Fees*

Application Fee: $75 (first year students only)
Enrollment Fee: $250
Dual Language Immersion Fee: $250
Afterschool / Intersession Fee: $50

Annual Tuition $7200/yr. (11 Monthly Payments of $655/mo.)
Automatically debited from July - May

Sibling Discount: $250 Credit
$250 credit for each child excluding the first enrolled student.

Before/After Care & Intersession Care*

Before/After Care: $50/wk. ($1800/yr.)
Intersession Camp: $150/wk.
Teacher Workday Camp: $40

***Tuition and fees are subject to change.**

ARRIVAL AND DISMISSAL

Learning Times
School starts promptly at 8:00 am and dismisses at 2:45 pm. Students may be dropped off as early as 7:45 am. Students may enroll in our before and after school program which provides care from 7:00 am until 7:35 am and from dismissal until 6:00 pm.

Checking In and Out
All students arriving after the 8:00 am bell must report to the office for check-in. If a student is leaving campus for any reason they must be checked out in the office. A child will only be released to parents and adults identified by the parents as authorized to pick up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent. Proper I.D. must be given before the child is released.

The office is closed from 2:15–3:00 p.m. so staff can assist with a safe and orderly dismissal. Students may not be checked out during this time.

Drop-off and Pick-up
In the effort to keep arrival and dismissal smooth and safe we encourage families to use our car-line whenever possible.

If using the car-line please remember…

- Teachers will begin opening car doors at 7:35 am for morning drop-off and end promptly at 7:55 am.
- Pick-up will begin at 2:45.
- Students are only permitted to exit the vehicle when the door is opened by the car-line attendant.
- Once the door is open they should have book bags on and ready to exit the vehicle.
- Cars should have their pick-up tag displayed before entering the line.
- During dismissal, remove your car tag once your child is loaded.
- Do NOT exit the line until the traffic director indicates you to do so

GENERAL PROCEDURES

School Calendar

Our school calendar runs on a year-round schedule. This schedule has proven to have many academic benefits for students. Typically, our students attend for 9 weeks at a time before taking a 3-week intersession break. Our school year consists of 3 intersession breaks. Our school year ends in late May or early June. For more specific calendar questions please refer to your enrollment packet.

Attendance

All students are expected to be in attendance for the duration of the school day. Students who exceed 20 absences may not be promoted to the next grade and/or may not be permitted to re-enroll the following school year. A student returning from being absent for more than 2 days is expected to provide a note from the doctor or parent explaining the reason the child missed school. Students have one week from the day they return to school to complete and turn in all work that was missed while they were absent. Work not turned in within that time will be given a zero.

We ask all families to limit the number of late arrivals and early dismissals. It is important to remember that every minute of our school day is valuable! If a student is excessively late or often leaves early the administration has the authority to decide how it will impact the child's attendance.

Attendance Codes

Excused Absence – Absence supported by a doctor's note, proof of death in the immediate family, approved educational opportunity or court appointments. Documentation must be provided within 5 days of returning. All requests must be approved by administration.

Tardy – Arrive between 8:00-11:00 or checkout between 2:00-2:45
**3 tardies equal an absence*

Half Day – Check out between 11:00-2:00 *(2 equal an absence)*

Visitors

We encourage families to be involved in their child's classroom. All visitors must check-in through the front office prior to going to their child's room and must have a background check annually.

Before and After Care

Students enrolled in before care may be dropped off as early as 7:00am. Before care ends promptly at 7:30am. After care will be provided until 6:00 pm. Childcare will be provided at Milestones Academy during the school day and intersession. The office closes at 3:30pm. Charges will be applied for each minute that you leave your child after 6:00pm. After a family's 3rd late pick-up the administration has the discretion to remove the child from extended care.

General Regulations

- The use of tobacco, tobacco products (including electronic cigarettes), alcohol, and/or illegal drugs is prohibited while at Milestones Academy.
- Smartwatches of any kind are not permitted at school.
- Students are not permitted to have energy drinks during the school day.
- Water bottles must have a lid that closes. Cups with straws are not permitted.
- All students will need a standard bookbag, book bags with wheels are not permitted.
- Tablets and cell phones are not permitted on campus. If these items are found on campus they will be turned-in to administration and must be picked up by a parent.
- Students that bring their own Chromebook or laptop must consent to the school checking the device history as needed.
- Milestones Academy will not willingly become involved in custody issues or disagreements not pertaining to school and we will communicate with both custodial parents as well as conduct joint parent-teacher conferences.

Parent Conduct

To help maintain a safe, respectful, and productive environment, parents and guardians at Milestones are expected to model appropriate behavior while on campus and when communicating with school staff. This includes treating all students, staff, and visitors with respect, following school procedures, and using appropriate language and tone. Communication with staff should be respectful, constructive, and solution-focused, with meetings scheduled through proper channels. Concerns should be addressed privately, not publicly or through confrontational messages. If a conflict arises, parents are encouraged to first communicate directly with the staff member involved. If the issue remains unresolved, it may then be brought to school administration with a written summary of the concern and prior attempts to resolve it.

Class Celebrations

Parties and celebrations must be coordinated with the teacher, at least two days prior. Please check with your child's teacher regarding student food allergies.

Field Trips & Transportation

Please let your child's teacher know if you are interested in attending a trip to help chaperone. All chaperones must be approved prior to attending.

Inclement Weather

Milestones Academy will notify via email and/or text. Closings and/or delays will also be updated on our Facebook page. Please note we **DO NOT** always follow Onslow County Schools in regard to closings or delays.

Lunch Program

Students can order lunch from outside vendors that we have contracted with. To receive lunch, parents must order by 7:30am through our online parent portal. Once a lunch has been ordered, it cannot be cancelled. Students who choose not to order lunch should bring a lunch to school. Students K-5th should bring one snack per day.

Dress Code

Student attire should always be clean, neat and fit properly. Students and parents are expected to be familiar with and support the published dress code. The dress code is stated below and will be enforced. Outerwear must follow the dress code policies. Parents of students in obvious violation of the dress code will be called.

- Pants/shorts: Khaki or navy only. Girls may choose to wear khaki or navy skirts.
- Shirts: Any solid color collared shirt or Milestones t-shirts.
- Dresses: Girls may wear solid color collared dresses.
- Shoes: Shoes are not regulated. However, we do encourage students to wear shoes that are comfortable and ready to play in.
- Jackets: Non-uniform outer garments (coats, jackets, sweaters) may be worn to and from school, but may not be worn in the building. Only solid color jackets or Milestones sweatshirts are acceptable while in the building.
- Hair-Students should have naturally colored hair.
- Piercings-Only standard ear piercings are permitted; gauges and all other piercings are not allowed.
- Dress Down- Student may participate in dress down Fridays for $1 per Friday. If students, choose not to participate they will be required to wear a uniform on Fridays.





Medical Information

All Kindergarten students must have an updated immunization record and health assessment on file prior to attending Milestones.

A communicable disease is defined as an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal. Short-term communicable diseases are generally those that last no more than ten days.

The parent/guardian of a student with a communicable disease or infestation shall be encouraged to notify the school as soon as they have knowledge of their child's diagnosis. School guidelines for exclusion due to a communicable disease will follow recommendations from local, state, and federal agencies that address communicable disease standards.

The administrator or designee will make the initial decision to exclude a child from school. Milestones will respect the child's right to privacy, including the maintenance of confidential records.

- If a parent/guardian notices any discharges, such as yellowish-green drainage from the eyes, ears and/or nose, the parent is to/should have the child checked by the family physician before returning the child to school. The parent is to have the physician send a note advising the school of the child's condition.
- All children with fevers of 100 degrees Fahrenheit or greater will be excluded from school until fever-free for 24 hours without the use of fever-reducing medications (Tylenol, Ibuprofen, Motrin, Aspirin, etc.)
- Vomiting and diarrhea are reasons for exclusion. A child should be free from vomiting and diarrhea for at least 24 hours (with at least one meal eaten) before returning to school.
- Rashes must be physician diagnosed for a child to be at school.
- Milestones maintains a "No-Nit" policy. Students must be free of nits (lice eggs) and live lice before re-admission to school. Students must be checked by designated school personnel before entering the classroom.

Children who develop any of the outlined signs and/or symptoms while at school will need to be picked up within the hour. A sick child will be cared for until the parent/guardian arrives. If an ill or injured child warrants immediate action, 911 will be called.

Medication and Action Plans

If your child requires medication prescribed by a physician, you must complete the medication authorization form and bring the medication to the office. Prescription medications must have a current pharmacy label for the child receiving medication. Medication should never be placed in a child's lunch box or sent in with a child.

Allergies and asthma can be life-threatening. Parents/Guardians of children who have allergies, food restrictions, and/or asthma must list these conditions on their child's Emergency Medical Care form. If medication administration is required a medication authorization form must be on file in the office and updated annually. We also recommend having an action plan on file (i.e. asthma or allergy) that has been developed by your child's medical provider. You will be notified of food allergies that apply to your child's classroom.



ACADEMIC INFORMATION

Educational Goals

Milestones Academy students will understand the similarities and differences of various cultures and countries. We are preparing 21st century students to be tomorrow's leaders. Our students will participate in leadership education throughout the year. Our leadership education promotes problem solving skills, analytical skills, and critical thinking.

Conferences & Communication

Parent-teacher conferences are scheduled for all students three times each year. Parents should feel free to schedule additional conferences whenever needed.

To ensure clear and consistent communication regarding student progress, parent-teacher conferences will be conducted jointly.

Open communication is an important part in the relationship we have with our families. Our teaching and administrative staff will be available through notes, email, or by scheduling a conference at the school. Teachers and parents may also communicate through our online parent portal.

Assessments

Assessments allow our classroom teachers to gauge the growth of each student. It gives us the tools necessary to ensure students are progressing through the curriculum as expected and most importantly it allows us to tailor each child's program to their individual needs.

Our goal is for students to be confident learners who show their proficiency through their daily work. Teachers will complete informal assessments daily with students through various methods, including but not limited to, written work, portfolios, test, quizzes, and project-based assignments.

Homework & Tests

Guidelines for homework will fluctuate with individual teachers. Teachers may provide classroom calendars to communicate assignments, tests, quizzes, and special functions.

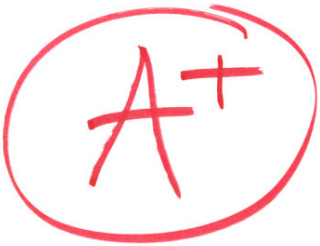
Grades & Report Cards

Parents are able to check the parent portal throughout the school year to remain up to date on their child's grades.

Students in Kindergarten and 1st grade will receive A (above grade level), O (on grade level) or B (below grade level) on the report card. Students in grades 2nd grade and higher use the following grading scale to evaluate scholarship performance and to assign letter grades for course work in all core classes.

Grading Scale: A (100-90), B (89-80), C (79-70),D (69-60), F (59-0).

Report cards can be accessed through the Parent Portal quarterly. Please note that report cards will not be printed and sent home with students unless requested by the parent. All outstanding tuition and fees must be paid before a student's final report card is issued. Students leaving the school during the school year for any reason must have all tuition, fees, and fines paid prior to report cards being distributed or permanent records being transferred to another school.



DISCIPLINE POLICY

Classroom Management
Classroom expectations will be set by individual teachers. Teachers are responsible for overseeing discipline in classrooms, parent communication and referring students to the office.

Student Behavior
Our goal at Milestones is to ensure that all students are successful, safe, and comfortable in the classroom setting. In order to keep a calm classroom environment, inappropriate school behavior (aggression, self-injury, tantrums, inappropriate language, teasing, biting, running away, property damage, unsafe behaviors, ext.) will not be tolerated.

Discipline Write-ups
Inappropriate behavior will not be tolerated and will be addressed promptly to maintain a respectful and productive learning environment. We are committed to supporting every student's success through clear expectations and consistent consequences.

- Three classroom behavior write-ups will result in an office referral.
- Three office referrals will lead to the development of a behavioral action plan in collaboration with administration and guardians.
- Once a behavior action plans has been completed it is at the administrations discretion if the student is able to remain enrolled at Milestones Academy.
- Milestones reserves the right to withdraw students from our program at any time.

