



Student Handbook

443 Liberty Dr.

Jacksonville, NC 28546

(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: 7:00-7:45 am and 2:45-6:00pm

Contact Information

443 Liberty Drive
Jacksonville, NC 28546

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Administrators

Elizabeth Elks- Milestones Academy
Jamie McRacken- Milestones Preschool

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 allow 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. We intend to prepare our students for a world where borders that currently divide continents are blurred. 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 you put into finding a school that is the right fit for your family. Touring our school is the first step in the admissions process. To ensure you are able to observe during instructional time we ask that you call and schedule a time with a Director.

If your family feels Milestones Academy is the right fit for your child, you will submit an application. Upon review of the application, a Director will call to schedule a student admissions interview. Following the interview, Milestones Academy will review the student's application along with the observations from the interview to determine if Milestones Academy is the right fit for the student. The Director will follow up with the family to discuss decisions that were made regarding their child. Students who are accepted to Milestones Academy will secure their enrollment slot by submitting an Enrollment Packet along with paying the registration fee.

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.

Reenrollment Procedures

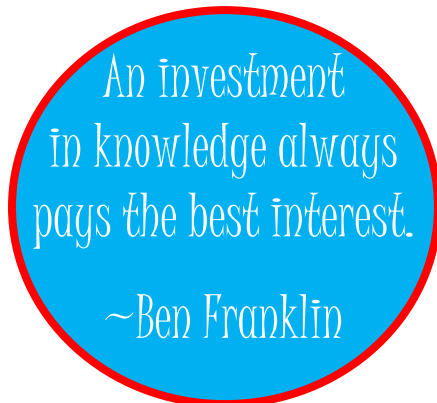
Current families will be offered the opportunity to enroll prior to the enrollment period for new families. We encourage all current families to take advantage of this opportunity as we will not be able to guarantee your child's place for the upcoming year once the enrollment period is open to the general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

Scholarships

NC offers qualifying families tuition assistance for private school. We encourage all families to look into this opportunity.

Annual Fees

- Application Fee: \$30 (first year students only)
- Enrollment Fee: \$225
- Dual Language Immersion Fee: \$250
- Afterschool / Intersession Fee: \$50

Annual Tuition \$6050/yr.

11 Monthly Payments: \$550/mo.

Automatically debited on the 1st of the month from July - May

Annual payment: \$5750/yr.

Amount includes a \$300 Discount – Due 30 days prior to 1st day.

Sibling Discount: \$250 Credit

Families with multiple children enrolled will receive a \$250 credit for each child excluding the first enrolled student.

Before/After Care & Intersession Care

- Before/After Care: \$35/wk. (\$1260/yr.)
- Intersession Care: \$150/wk.

***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 7:45 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.

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 7:45 am for morning drop-off and end promptly at 8:00 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.
- Please be prepared to circle around if your child is not yet present at pick-up.

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. 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. We encourage all families to meet with the administration and classroom teacher if their child is expected to miss an excessive number of days.

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! Students arriving after 11:00am will be counted absent for the day. 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.

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.

Before and After Care

Students enrolled in before care may be dropped off as early as 7:00am. 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 3:45pm, so make certain to have your door code to get into the building to pick up your child from before/after care. Charges will be applied for each minute that you leave your child after 6:00pm.

Campus Restrictions

The use of tobacco, tobacco products (including electronic cigarettes), alcohol, and/or illegal drugs is prohibited while at Milestones Academy.

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

Parents are encouraged to attend trips. Please let your child's teacher know if you are interested in attending a trip to help chaperone.

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 8:00am 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. Preschool students should bring two snacks daily.

Dress Code

Student attire should always be clean and neat. 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 Milestone's 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 garment (coats, jackets, sweaters) may be worn to and from school, but may not be worn in the building. Any solid color jackets or sweaters are acceptable in the building.

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 and his/her designee will make the initial decision to exclude a child from school attendance.

Persons involved in the care and education of communicable disease-infected children shall 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, however, the comfort of the child will be increased if the parent/guardian arrives at the school as quickly as possible. 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.

Healthy Children Learn Better



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 twice each year. Parents should feel free to schedule additional conferences whenever needed.

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, 3rd, 4th and 5th 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, such as, aggression, self-injury, tantrums, inappropriate language, teasing, biting, running away, property damage and unsafe behaviors will not be tolerated.

Discipline Write-ups

If inappropriate school behaviors continue to arise after implementing our positive behavior policy, Milestones will work with the family to create an individualized behavior plan. If a student continues to have a negative effect on the well-being of other children and the structure of the classroom environment, it is our obligation to intervene and possibly remove the child from our program.

- All Behavior Reports must be signed by the parents.
- If 2 Behavior Reports are filled out in one day the student will be sent home for the remainder of the day.
- Once a child has received 3 Behavior Reports a Behavior Action Plan will be implemented and the parents will meet with the administration.
- Once 2 Behavior Action Plans have been completed it is at the Administrators discretion if the student is able to remain enrolled at Milestones Academy.