



Student/Parent Handbook

2015-2016

Education is our Passion. Teaching is our Mission.

Milestone Academy

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MILESTONE WEBSITE ADDRESS

For more information, visit the Milestone network website at www.milestoneacademy.net

Milestone Academy BOARD OF TRUSTEES

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1. Introduction

Milestone Academy originally opened its doors in 2003 under the merger of SABIS® School of New Orleans and Milestone Academy of Learning Experiences and Skills under the name Milestone SABIS® Academy. Its enrollment serves 439 students in Kindergarten through Grade 8. In August of 2014, the school was renamed to Milestone Academy, a tuition-free, college-preparatory school that prepares students for college, provides a well-rounded education, teaches students logical reasoning and critical thinking, prepares students to sustain intellectual efforts of long periods of time, and creates a love for life-long learning.

School Mission

Vision: Milestone Academy of New Orleans will be a center of academic excellence that will transform and enrich the lives of its students, faculty and community.

Mission: Milestone Academy of New Orleans will provide our students with a rigorous educational foundation that will prepare them to excel academically by producing confident, lifelong learners for a global society.

Cultural Diversity:

Milestone Academy believes cultural diversity in its student body and staff is part of its mission to “educate citizens of the world.”

The diversity of the student body gives students the experience of interacting with children and adults from a variety of backgrounds, providing them with an opportunity to closely relate to people of different cultures, religions, and races. It fulfills one of the goals of the School’s philosophy, which is “to help students develop a true understanding of the differences as well as the similarities” of others.

Accountability:

We believe that high efficiency and good standards are achieved if people are held responsible for their actions and decisions. Hence, every individual at the School is accountable. Administrators bear the responsibility for setting, achieving, and maintaining high standards. The administration sets the syllabi for all classes and measures the attainment of objectives through independent testing. Teachers are held accountable for student achievement.

“No Child Left Behind” Act:

Pursuant to all notice requirements required by the federal “No Child Left Behind” Act, www.nclb.org, Milestone Academy is a Title I funded district. Milestone Academy will, upon request, provide information regarding the professional qualifications of classroom teachers, including but not limited to information regarding state qualification and licensing criteria for grade levels and subject areas of teacher instruction.

Non-discrimination Policy:

Milestone Academy is committed to ensuring equal educational opportunities for all students, on a space available basis, and shall not discriminate on the basis of race, color national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, or proficiency in the English language or a foreign language, and academic achievement. Milestone Academy may limit enrollment to specific grade levels and may structure curriculum around particular areas of focus such as mathematics, science or the arts.

The Board of Trustees has approved grievance procedures for students, teachers and other employees who feel that they have been discriminated against. Copies of the policy and procedures are contained in this Handbook on page 53, and are also available at the administrative offices.

School Mission:

<p>Academic Mission</p> <p>Milestone Academy aims to:</p> <ul style="list-style-type: none"> • Qualify every student for success in college; • Provide each student with a well-rounded education strongly based on a mastery of English and mathematics; • Train students in logical reasoning and critical thinking; • Prepare students to sustain an intellectual effort for long periods of time; • Generate excitement for life-long learning. 	<p>Citizenship Mission</p> <p>Milestone Academy students are guided to:</p> <ul style="list-style-type: none"> • Uphold high standards of conduct and promote ethical and civic values; • Make informed decisions on social issues; • Defend convictions and reverse negative peer pressure; • Participate in extracurricular activities, school management, and community work; • Foster tolerance, active cooperation, and teamwork; • Develop a true understanding and appreciation of the peoples of the world through viewing differences as well as similarities; • Become responsible and skilled “citizens of the world.”
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Milestone- Academy 2015 – 2016 School Calendar

AUGUST	
August 12 – Wednesday	Pre-Parent/Teacher Conferences
August 13 – 14 - Thursday/ Friday	First Days of School for 1 st – 8 th Grade (Early Release) 12:15 Dismissal
August 17 - Monday	Kindergarten First Day of School
August 18 – 21 / Tuesday - Friday	STAR Diagnostics
August 28 – Friday	Professional Development / Half Day

SEPTEMBER	
September 7 – Monday	Labor Day School Closed
September 11 – Friday	Professional Development / Half Day
September 21-24 – Monday - Thursday	A-Net Testing
September 25 – Friday	Professional Development / Half Day

OCTOBER	
October 5 - 8 – Monday - Friday	First Quarter Exams
October 9 – 12 – Friday/Monday	Fall Break
October 14-15 – Wednesday - Thursday	Star Testing/ Diagnostics
October 20 - Tuesday	Report Card Conferences
October 30 - Friday	Professional Development / Half Day

NOVEMBER	
November 11 - Wednesday	Veterans Day (No School)
November 13 – Friday	Professional Development / Half Day
November 16 – 19 - Monday – Thursday	A-Net Testing
November 23 -27 - Monday – Friday	Thanksgiving Break (No School)

DECEMBER	
December 4 – Friday	Professional Development / Half Day
December 14 - 16 – Monday - Wednesday	Second Quarter Exams
December 18 – Friday	Early Release 12:15 Dismissal
December 21 -25 Monday - Friday	Winter Break (No School)
December 28 – January 1 - Monday - Friday	24-25 Christmas Eve/Christmas Day – School Closed

JANUARY	
January 1 – Friday	New Year's Day/School Closed
January 4 - Monday	Professional Development and Records Day (No School)
January 7 - Thursday	Report Card Conferences (No School)
January 18 - Monday	MLK Day (School Closed)
January 19 - 21 – Tuesday - Thursday	Star Testing / Diagnostics
January 22 – Friday	Professional Development / Half Day

Milestone- Academy 2015– 2016 School Calendar (continued)

FEBRUARY	
February 5 - Friday	Professional Development / Half Day
February 8 – 12 – Monday - Friday	Mardi Gras Break (School Closed)
February 22 – 25 – Monday - Thursday	A-Net Testing

MARCH	
March 7 – 9 - Monday - Wednesday	Third Quarter Exams
March 14 – 18 – Monday - Friday	PARCC Testing: Phase 1 Grades 3-8
March 21 – 25 – Monday - Friday	Spring Break and Good Friday (School Closed)
March 31 – Thursday	Report Card Conferences

APRIL	
April 4 – 8 - Monday - Friday	LEAP/iLEAP Test: Grades 3-8
April 12 – 15 – Monday - Friday	A-Net Testing
April 22 - Friday	Professional Development / Half Day
April 25 – 29 – Monday - Friday	PARCC Testing: Phase 2 Grades 3-8

MAY	
May 9 - 12 – Monday - Thursday	Star Testing / Diagnostics
May 16 – 18 – Monday - Wednesday	Final Exams
May 27 - Friday	Last Day for Students
May 30 - Monday	Memorial Day (School Closed)

**The school will close for students after it has been in session 174 pupil school days.
School will close for teaching staff after 186 days have been in session.**

2. ACADEMIC PROCEDURES

2015-2016 four quarters

The School year is divided into four terms. Within each term, three types of instructional days are scheduled to maximize learning: Regular Instruction Days, Revision Week, and Finals Week

Arrival and Dismissal:

Students are to arrive to school on time. Arriving to school after 8:05am is considered **Tardy**. Milestone Academy does not assume supervisory responsibility for students arriving to school before the start of the school day or remaining on campus after school. Students should not be on campus before 7:45am or more than 15 minutes after dismissal. We do offer breakfast to students from 7:45 - 8:15am. It is important that students come to school every day. Students awaiting rides are expected to remain outside throughout their waiting period. If for any reason a parent is not going to be on time to pick up a student, they must notify the school's office prior to dismissal.

Homework:

To reinforce concepts from class and to give students the opportunity to apply what they have learned, students are expected to complete homework.

Homework is an important aspect of each student's educational experience and a major factor in their academic success. Homework is assigned to students as an outgrowth of classroom instruction. It is the responsibility of the student and should reflect their work. Incomplete or outstanding assignments represent a serious threat to learning.

Homework is designed to:

- Reinforce classroom instruction by providing practice, drill and application.
- Build student's self-reliance and sense of responsibility.
- Broaden the student's experiences for increased participation.
- Build time management skills and positive learning habits.

Students are expected to:

- Use student agendas daily and take home needed materials.
- Budget time to complete homework.
- Show thought, effort and neatness in their work.
- Return assignments on the due date.

What parents can do to help:

- Provide students with an appropriate place to do homework.
- Schedule student and family activities to allow for homework completion.
- Emphasize the importance of responsibility and the need for a thorough, careful approach to assignments.
- Encourage independent work while providing the student with appropriate support when necessary.

It is expected that all students will have some form of homework every night whether it is a math exercise, silent reading or studying in preparation for an upcoming exam. The amount of homework will increase as the student progresses through the grades. Students receive a score for homework which will be factored into their grades.

Missing Homework/Class work/Tests and Projects:

Missing Homework:

- Every time a student accumulates missing homework assignments, they will be assigned Homework Hall during their recess or student activity period.

Missing Class Work/Tests:

- Missing class work and tests due to absenteeism must be made up by the discretion of the teacher. If they are not completed within the one-week deadline, the student will receive a zero grade.

Parents may request homework or classroom assignments only if students are absent for **three or more days**. In all situations of absences of less than three days, students are responsible for requesting missing assignments from their teachers.

Testing:

Continuous evaluation of student learning is an integral part of the instructional process. Assessment of student learning is done in many ways, depending on the subject area. Below is a short description of various types of assessment tools used at the School. Students are given weekly or biweekly tests, which are typically chapter or unit tests. Tests cannot be kept by the students but may be viewed by parents at home and returned.

Academic Dishonesty / Cheating / Plagiarism:

Academic dishonesty (such as cheating and plagiarism) will be handled with severe academic and disciplinary consequences, including but not limited to parent conferencing, zero grade, detention, external suspension and/or expulsion. Repeated offenses shall prompt full scrutiny of all student academic grades and may result in re-testing of previous examinations.

A-Net Testing:

A-Net Testing is given 4 times a year to determine mastery of concepts taught over a full quarter. The end-of-year final exam measures student achievement over the course of the academic year.

Fountas and Pinnell

Fountas and Pinnell is a benchmark assessment that we use to determine students instructional level. This data is use to determine guided reading levels. Fountas and Pinnell assessment is used with K – 3rd grade.

Standardized Tests:

Students in grades 3, 4, 5, 6, 7, 8, take state-mandated tests. These tests are administered in the spring. Scores on standardized tests help teachers assess how much progress students have made, not only by school standards but also by state and national standards.

PARCC – Grades 3, 4, 5, 6, 7, and 8

iLEAP – Grades 3, 5, 6, and 7

LEAP – Grades 4 and 8

Reporting of Student Progress:**Interim Reports:**

Interim reports are used to inform parents of potential academic problems. Interim reports are sent out approximately 4 weeks into each quarter.

Parent-Teacher Conferences:

Communication between the home and the School helps bind the student, parents, teachers, and administration into a team working toward a common goal of development and growth for the student. Conferences allow the people most directly involved with the student to become involved in the process of his or her education. Parents are encouraged to meet with teachers to discuss their children's progress at school. Conferences with members of the administration may also be arranged. Parents and guardians are encouraged to call the School whenever there is a question or concern.

Parent Observations in Classrooms:

Instructional time at Milestone Academy is highly valued and protected. Teachers and students profit from a learning environment that is free from distraction or interruption. For this reason and others, parents may not randomly visit a classroom.

Student Classroom Placements:

Classroom placements shall be at the sole discretion of the administration of the School. Parental requests for specific faculty members for their children will not be honored.

Student Records:

Student records are available to parents upon request. Requests for school records must be in written form and submitted at least two days before the day they are needed.

Report Cards:

Report cards are distributed at Parent/Teacher Report Card Conferences three (4) times per year. (Approximately two weeks after final exams). The final report card is mailed at the end of the school year. In addition, Special Education students will receive progress reports in regards to the student's IEP. They include the student's numerical grades for each subject, attendance records, and an accounting of the student's behavior and ethics in school. Comments regarding attitude, behavior, and progress may also be included on the report card.

Promotion/Retention And Placement Of Students:

Consistent with laws prohibiting discrimination based on race, sex, sexual orientation, national origin, religion or handicap, the assistant principals, acting reasonably and in good faith, have the final decision regarding the promotion or retention of a student, and the placement of a student in a designated course at a specific level of academic sophistication and/or one that has specific pre-requisite requirements. At the discretion of the school administrators, diagnostic testing will be administered for any student to determine academic placement.

While Instructional Coaches are encouraged to involve parents whenever feasible in significant decisions that affect their children, the ultimate authority concerning promotion, retention, and placement of students rests with the school officials.

The School Grade Scale

A	100% - 93%
B	92% - 85%
C	84% - 75%
D	74% - 67%
F	66% - 0

Student Services:

Milestone Academy student services include academic administrators, social worker, and a school nurse who assists students with questions related to educational plans, study skills, personal development, and any other individual concerns. The administrators and ancillary staff assist students through conferences with individual pupils and/or with small groups.

The help offered includes, but is not limited to:

1. **Educational:** Instructional Coaches offer coaching and feedback of academic strengths and weaknesses and review study habits.
2. **Personal:** The social worker and nurse assists with mental health and social/emotional counseling of the student population. Social workers provide for mediation of student-related disputes, referral for outpatient mental health services, psycho-educational observations, preparation of behavioral intervention plans, mandated reporting of neglect and abuse situations, and crisis intervention assistance

Student Code:

The report card communicates not only academic progress, but also information regarding students' behavior and ethics in school. This evaluation is labeled "Student activity" on the School report card and assesses development in the following areas:

1. Honesty – to be honest in all that one does, never taking that which does not belong to oneself or taking credit for something one has not created, written, or done.
2. Cooperation/Helpfulness – to act or work with teachers and fellow classmates for mutual benefit.
3. Compliance with rules – conformity in fulfilling official requests, action in accordance with a standard or authority.
4. Self-control – restraint over one's impulses, emotions (or decisions) (age-appropriate expectations).
5. Effort – hard work; the total work done to achieve a particular end.
6. Good manners – politeness, good social conduct, and proper etiquette; conduct to be observed in social life.
7. Responsibility toward academic work – accountability for one's actions, reliability, something for which one is responsible. Ready to be called for obligations and actions.
8. Punctuality – being on time and prepared for class

9. Wise use of time – exercising sound judgment in the use of time in school.
10. Respect for faculty, students, and property – the act of giving particular consideration or special regard for people and property.

The classroom teacher does evaluation with input from all specialists who teach the student.

3. School Curriculum

Grades K through 4 make up the Lower School. Grades 5-8 make up the Upper School. The learning that takes place during the early years establishes a strong foundation for success in later years, success that could lead to outstanding results in prestigious colleges and universities. The Lower School years are critical ones in the academic process.

Milestone Academy curriculum encompasses academic, physical, social, emotional and ethical growth. The academic curriculum is integrated, sequential, and age-appropriate in skills, knowledge, and values. A dedicated faculty nurtures the building of self-esteem and also encourages a positive, caring attitude toward others through the values of cooperation and appreciation of diversity.

The objective of the curriculum is to help children develop basic skills in an encouraging and supportive environment. It has been designed to challenge students to strive for excellence and achieve their full potential in all grades. The skills of reading, writing, abstract reasoning, and problem solving is emphasized.

The School's curriculum is designed to establish a balanced, well-rounded education in:

- English
- Mathematics and Computing Technology
- Science
- Social Science
- Humanities and Fine Arts
- Physical Education

English:

In the English program the following skills are developed:

- Decoding the language from printed form
- Comprehending what is read
- Developing an ever-expanding vocabulary
- Reading widely from the best available literature
- Writing for effective communication.

The main goals are to instill a lifelong love of reading and to develop effective, competent writing skills with teachers participating as role models. Additional goals in the program include mastering grammar, spelling, penmanship, and public speaking.

Upper school students focus increasingly on reading comprehension, vocabulary, grammar, and writing skills. Students also learn techniques of literary analysis.

Mathematics:

The ultimate goal of teaching mathematics is to help students develop ability for mathematical thinking and an appreciation of the power, beauty, and use of math. At Milestone Academy, math is considered a “third” language applicable in all societies and cultures, and therefore a critical part of the educational process. Objectives in mathematics include understanding key concepts, and mastering computational skills and problem solving techniques that will enable students to understand the more abstract concepts of Upper School math.

Science:

The science curriculum offers students diverse opportunities to become involved with basic scientific concepts, process-oriented techniques, and challenging problems for investigation. There are two major components in the curriculum: a physical sequence, guiding children through examination of the physical world, and a life sequence, focusing on the biological world.

Students explore the world they live in and develop techniques for observing and testing nature. The relationship between math and science is an important feature of the science program and is built into the curriculum for both subjects.

The Upper School science curriculum combines both theoretical and practical aspects of science. Students develop an understanding of important scientific principles, as well as the application of these principles to a broad range of physical phenomena. The practical side of science is examined through a variety of laboratory exercises, which allow students a hands-on opportunity to study science. Courses emphasize a systematic approach to problem solving and both qualitative and quantitative analysis.

The following are the science courses offered to Upper School students:

Grade 6	Physical Science
Grade 7	Earth Science
Grade 8	Life Science

Social Studies:

Students in the earliest grades learn about what is most familiar: themselves and their families. As their environments expand, their studies include the community, and then the geography, history, and cultural diversity of various countries around the world.

Map and globe skills, the use of charts and graphs, chronology, critical thinking, and research are some of the components of the integrated-skills approach. Citizenship, government, economics, and sociology are included in the social studies program.

The Upper School curriculum reflects the changing Frameworks set forth by the Louisiana Department of Education. For academic year 2015-2016 the following courses will be offered:

Grade 6	World Geography
Grade 7	Ancient and Classical Civilizations
Grade 8	World History I

Computer Technology Courses:

Milestone Academy has over 50 computers for student use. Our goal is to ensure that all students are computer literate. Computer literacy is defined according to the following criteria:

- Students will be familiar with the operation of basic personal computer hardware, software, and the terminology they incorporate;
- Students will understand the essentials of a computer operating system;
- Students will be familiar with the operation of a graphical user interface;
- Students will be able to use and integrate a word processor, data base, and spreadsheet program;
- Students will be able to use the Internet for finding and transferring information and will comply with Fair Use Policy and Copyright Law.
- Students will be able to write simple computer programs in at least one programming language.
- Students will become familiar with basic program designed for the PARCC assessment.

Music:

Music is taught from Kindergarten through grade 8. The elements of music—melody, harmony, rhythm, tone, color, and form—are studied through singing, listening, visual media, theory, games, creative movement, and playing of instruments.

Art:

The aim of the Art Department is to offer students a fundamental experience with a range of media, balancing free ideas with strict observational work. Given the necessary opportunities, students should, in their own way, communicate and express themselves visually and become more self-motivated, intuitive, and confident. The work is structured with the continued exploration of the following elements or disciplines: line, shape, form, tone, texture, and color, and the relationship of these to each other.

Drawing is the most important discipline of the art course, as an expression in its own right, as well as a basis for exploration in further media. If one can draw even a little, one can express all kinds of ideas that might otherwise be lost.

Much art is produced independently by individuals. However, there are many exercises that are group produced and others where individuals contribute to a total group effort.

Selected artwork is exhibited in areas around The School. Such displays provide a visual presence and constant reminder of how vital, flexible, and integrated art is in The School. The process of creativity should be regarded as much as the finished products, perhaps even more so.

Physical and Health Education:

The aim of Physical and Health Education is to enable students to make decisions on long-term, positive, healthy lifestyles. This includes not only exercise, but also nutrition, drug use and abuse, physical growth and development, and personal health.

Physical education classes are required of all students in the 1st through 12th grades. Although it is important to be physically fit, it is equally important that students develop an understanding of physical fitness and the knowledge of how to attain it. Gross motor skills, progressing to locomotor movements and lead-up games to sport-type activities are emphasized.

In the event that Milestone Academy teaches a course which primarily involves human sexual education or human sexuality issues. The School shall afford parents/guardians flexibility to exempt their children from any portion of said curriculum through written notification to the School Director or designee.

Summer School:

Summer school is offered based on the needs of our students. As a determination is made, more information will be supplied to the parents of those students determined to be in need of summer remediation.

Extra-Curricular Activities:

Participation in extra-curricular activities, while encouraged, is a privilege, not a right. Any student whose conduct in and out of school is inconsistent with the school mission may be denied the privilege of participating in extra-curricular activities at the discretion of the Principal.

General Eligibility Requirements:

For participation in sports, academic competitions, field trips, and other school-sponsored activities, all prerequisite paper work including, but not limited to, parental consent / identification forms, and/or fee waiver forms must be completed before a student can participate in an extracurricular activity in any manner. Current physical examination forms must be completed before a student may participate in any interscholastic athletic activity.

Additionally:

- A student who is suspended from school loses all privileges of participation in or attendance at extracurricular activities during the term of suspension.
- A student who is absent from school may not participate in or attend any extracurricular activities held on the day of the absence (a Friday absence would nullify eligibility for participation in a Saturday contest or activity).
- A student must be in attendance for minimally four (4) academic periods of the School day to be eligible to participate in or attend extracurricular activities held on that day.
- Students who receive two or more disciplinary referrals within twenty (20) school days before the extracurricular activity will not be permitted to participate in the activity.
- Students lose the privilege of participation in extracurricular activities if outstanding disciplinary consequences (detention or Saturday Academy) have not been fulfilled.

Restriction or loss of participation privileges in any extracurricular activity may be determined by the administration due to violations of the School's code of conduct (see "Code of Conduct" section).

Academic Eligibility Requirements:

Eligibility in sports and academic competitions that require a student to practice and participate over a period of time requires that students meet the academic eligibility in addition to the eligibility criteria outlined above.

Eligibility for participation in any long-term extracurricular activity shall be determined at the end of either the first or second marking periods. The year-end cumulative grades will be used to determine academic eligibility during the first marking of the following year. Upper school students who

successfully complete summer school make-up course(s) will be eligible for the first term of the subsequent year. Eligibility for participation shall be considered official on the date that the previous term's report cards are issued to all parents/guardians.

In order to fully participate in extracurricular activities, a student must receive a passing grade (75% or above) in each of the four major academic subjects during the marking period used to determine eligibility for the particular sport or activity. The four major subjects are English, math, history, and science for 5th through 8th grades. If a student receives a failing grade (69% or below) in one of the major academic subjects listed above in the determining marking period, the student shall be placed on academic probation (see below). If a student fails two or more of the major academic subjects listed above in the determining marking period, the student is ineligible to participate in any extracurricular activity for the duration of that term.

Academic Probation:

The period of academic probation begins on the day that eligibility is considered official and continues for three weeks. Students on academic probation are expected to participate in all tutoring opportunities offered by the School. During the period of academic probation, participation in any extracurricular activity will be limited to accommodate the tutoring schedule. Although members of a sports or academic team may practice with their teams, they may not compete in any interscholastic competitions until eligibility is reinstated. For those students, who maintain averages of 75% or above in all of the major academic subjects during the probationary period, eligibility will be reinstated at any date after the three-week period. After eligibility is reinstated, the student must maintain a passing grade in all major academic subjects for the duration of the extracurricular activity or eligibility may be revoked.

School Policies for Athletes/School Clubs:

Some of the reasons a participant may be dismissed from an athletic team, academic team, and/or school-based club are:

- 1. Failure to comply with eligibility requirements.**
- 2. Excessive excused absences.**
- 3. Unexcused absences from practices and/or games/events.**
- 4. Inappropriate or unsportsmanlike conduct, including but not limited to use of profanity at practice or events, insulting, derogatory language to teammates, opponents, coaches, spectators, or officials, actions showing intent to do physical harm, hazing, displays/actions showing a lack of emotional stability.**

Conduct at Athletic/Extra-curricular Events:

Milestone Academy has an athletic program allowing our students interscholastic experiences with many area schools. When visiting teams play at Milestone, the administration expects that our students and fans will treat these visiting teams and their fans with the utmost respect as would be expected with any guest in our school. Inappropriate or rude behavior from any milestone student before, during, or after an athletic event will result in that person being removed from the event and also exclusion from future events, as well as possible disciplinary actions. Students who are suspended or who are absent from school on the day of the event are not permitted to attend athletic events. These behavior guidelines and consequences pertain to all home and away contests/events.

Field Trips:

Field trips are held to help support the School's curriculum. They are academic in nature and involve pre and post-activities. Some field trips require a fee for participation. *Students who receive two or more disciplinary referrals within 20 school days before the field trip may not be permitted to attend.*

4. Academic Support

Students found to be behind academically may be offered one of several different solutions, depending on the severity of their problem. Students who start to slip backward during the year can benefit from these solutions as well.

- **Tutoring Program:**
 - Faculty Tutoring - A faculty tutoring program assigns teachers to tutor students who need more intensive help, but who are not sufficiently behind their classmates to need the support of an Intensive Program class.
- The School sponsors a variety of after-school programs, which will be free of charge and open to students. The amount of offerings may vary from term to term. A memo regarding the term offerings will be sent home each term.

Books:

Several books are assigned to students during the year. It is expected that students will treat all books with respect and keep them in good condition for return at the end of the year. Students should not write in books unless explicitly instructed to do so by a teacher. **If student loses or damages a book, parents / guardians are responsible for the cost of the replacement book.** The School office will provide information about costs for a book should a problem arise. **Students with outstanding bills for books will not participate in end-of-year activities.**

The School will provide students with certain academic supplies. They will be responsible to replace them if they are lost or destroyed.

Library:

Students, teachers and staff are strongly encouraged to use the library for academic and/or recreational reading, class projects, research, etc. The library is an area to work in quietly. Everyone is expected to respect others' rights to this quiet environment. If students do not work quietly, their behavior will be noted, and they may be asked to leave. Students are encouraged to use the library computers designated for their use. They must follow these guidelines;

1. The computers in the library are reserved for library and academic use. Games may not be played on them.
2. Copyrighted software installed on any library computer may not be copied.
3. Do not install software on any of the computers' hard drives without permission from the library staff.

Overdue notices will be sent to students as a reminder to return the items. If overdue items are not returned or renewed within one week after the second overdue notice is sent, that item will be considered lost. Parents will be notified that they must return the item or pay the replacement cost.

5. Milestone Student Activity Organization

Milestone Academy is a public college-preparatory academy for students from kindergarten through grade eight. The school prepares students for college and a life of continuous learning. The aim of the school is to develop young men and women and equip them with the ability and the morality to face the challenges of the future and to ensure a better life for themselves, their communities, countries and the world. Students are expected to uphold high standards of conduct and promote ethical and civic values.

Student activity plays a major role in establishing a foundation for its students in the fourth through eighth grades. The curriculum encompasses academic, physical, social, emotional and ethical growth. Ideally, the attainment of these goals is most efficiently and effectively achieved when administrators, teachers, parents and students work together.

Milestone Academy Student Activity Organization

The Student Activity Coordinator (SLC) supervises Student Activity Organization. Student activity is divided into the following main areas:

- Academic Department
- Outreach Department
- Discipline Department
- Activities Departments

Even though there is a hierarchy of responsibility within the Student activity Organization, it is important that students realize that *every* role is important. Only then can goals be successfully achieved. Each student has a role in Student activity and fits within the hierarchy of positions. At a basic level, all students are expected to be responsible and productive members of the School, abiding by school rules and supporting the School philosophy. The Basic Beliefs of the School serve as the guidelines of Student activity in its day-to-day operations.

Clubs:

The School offers student participation in a variety of club activities. These groups meet during the school day during the Student activity period and/or after the academic day. Membership in school clubs is open and voluntary unless such membership is based upon specific criteria or try-outs. Each club is governed by applicable school policies. Club activities may not materially or substantially interfere with the orderly conduct of educational activities. All school clubs must comply with and adhere to state and federal laws and regulations. School-based clubs are required to have a faculty/staff advisor and a club mission statement.

Some of the club offerings include, but are not limited to: Newsletter, Activities, Drama, Movie, Board Games, Homework Lab, Sports, Girls 2 Ladies, Choir, Drum line, Art, Dance.

Motivating Students to Do Their Best:

Because the School is a community and not just a classroom, students are expected to follow school rules and meet expectations for good behavior outside of the classroom as well. This includes everything a student does while school is in session (e.g. lunch, recess/break, and activities in the after-school program) as well as outside of school hours at social activities, field trips, and other school-sponsored events. Positive and negative consequences apply to students engaged in any school activity.

6. Student Management and Motivation

Every person at Milestone is expected to treat every other person with dignity and respect. Staff and students will work together to help every person in the School reach his or her full potential. Any behavior or action which helps someone grow and mature will be encouraged. Any behavior or actions that interfere with another person's growth or the student's own growth will prompt immediate disciplinary consequences. Students will be encouraged to remember to:

Strive for excellence and help others achieve this goal.

Respect

All students are members of the Milestone Academy community. To help the School and its "members" excel and enjoy being with each other, all members must take responsibility for their actions. Each student's relationship with all other students (from kindergartners to the oldest students) and all staff (teachers, administrators, custodians, assistants, etc.) must be based on respect and caring.

All members of The School community must:

- Be respectful of others at all times,
- Use appropriate language at all times,
- Be courteous to others.

Responsibility

"Responsibility is an extension of respect. If we respect other people, we value them. If we value them, we feel a measure of responsibility for their welfare."

(Thomas Lickona, Educating for Character.)

The biggest responsibility of a student is to learn.

Students are responsible for completing assignments, coming to class prepared, paying attention in class, and managing their behavior to support learning both inside and outside of the classroom.

The Basic Beliefs

The following six directives represent the "Basic Beliefs" of Milestone Academy and other schools. Students are expected to follow them.

1. Always try.
2. Do your best.
3. Cooperate and actively help others.
4. Treat others with respect.
5. Manage yourself.
6. Respect the property and rights of others.

Any community must have rules and basic guidelines to function effectively. Milestone Academy is no exception. This Handbook contains many rules with sentences that have the word "not" and other admonitions that may be viewed by some as "negative."; however, the School is built on a supportive approach to helping students. The underlying foundations of The School's approach to student management and motivation can be summarized in the six very *positive* phrases above.

Every staff person is an equal and contributing part of the discipline policies and procedure. Students should treat all adults, as well as each other, with respect. All adults have the obligation of reporting any inappropriate behavior to the administration.

7. General School Rules

CIVILITY POLICY:

Civility/Conduct of Parents, Other Visitors, and School Employees

It is the intent of Milestone Academy to promote respect, civility, and orderly conduct among students, school employees, parents, and the public. It is not the school's intent to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. The School encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. Expected Level of Behavior:

- School personnel will treat parents and other members of the public with Courtesy and respect.
- Parents and other visitors will treat teachers, administrators, and other school Employees with courtesy and respect.
- School personnel and visitors shall follow all traffic laws on public and private ways while traveling to and from campus.

2. Unacceptable and Disruptive Behavior

- Using loud or offensive language, swearing, cursing, or displays of temper;
- Threatening to do physical harm to a teacher, school administrator, school Employee, or student;
- Any other behavior that disrupts the orderly operation of a school, classroom, Administrative functions and a safe campus environment;
- Abusive, threatening, or obscene letters, e-mail, or voice mail messages.
- Violations of traffic laws on public and private ways while travelling to and from campus.

Parent Recourse:

- Any parent who believes he or she was subject to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator and/or the Director.

3. Authority of School Personnel:

Any individual who acts as follows may be directed to leave the school premises by any school administrator, including the Director, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary:

- Disrupts or threatens to disrupt school operations;
- Threatens or attempts to do or does physical harm to school personnel, students or others lawfully on school premises;
- Threatens the health or safety of students, school personnel, or others lawfully on school premises;
- Fails to follow campus / public / private way traffic and safety directives;
- Intentionally causes damage to school property or the property of others lawfully on school premises;
- Uses loud or offensive language;
- Comes onto school premises without authorization; or
- Engages in unauthorized audio/videotaping or still photography.

In the event that there is a serious threat of harm to student(s) or school personnel, the school may obtain an “Order of No Trespass” prohibiting the individual making said threat from entering on school property.

Authority to Deal with Persons who are Verbally Abusive:

- If any member of the public uses obscenities or speaks in a loud demanding, insulting and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
- If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
- If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
- If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

Should an individual persist in violating the terms of this policy, the school may limit and restrict the methods of communication that may be used by said individual. Such restrictions shall not apply in the event of emergencies or administrative functions such as TEAM meetings or disciplinary hearings.

SAFE AND SECURE BUILDING POLICY:

In order to maintain safe and secure school buildings and grounds, Milestone Academy requires that all visitors report to the receptionist in the respective lobby to secure guest identification badges. All visitors must properly wear to display guest credentials for all school appointments / visits. All visitors are required to legibly print their names, their arrival time, their departure time and their destination when signing into the building. Visitors must be announced before receiving directions to their destinations.

- **Any or all audio/videotaping or still photography must be pre-approved by administration.**
- **Cafeteria visits by parents with food from outside vendors for their children are also discouraged.**

- **All parents / guardians are directed to drop off all students in respective school lobby areas, and refrain from walking students to their rooms or cafeteria.**

Visitation privileges may be revoked for any reason at the discretion of the School Director or designee. Persons trespassing upon school properties will be reported to the Orleans Parish Police Department.

SAFETY AND SECURITY PLAN:

Mission Statement: The care and protection of students and staff of Milestone Academy primary concern to the School administration and to the Board of Trustees. Therefore, the School is determined to establish and to maintain a comprehensive safety and security plan.

Goal: To enhance existing school safety and security procedures through on-going practice and plan development.

A.) Needs Assessment:

There shall be annual needs assessment submitted to the Director by the Head Supervisor. The assessment should review the School and grounds vulnerability to outsiders and review emergency procedures, safety and security equipment and materials, internal security, bus transportation safety, and other safety concerns. The annual needs assessment shall include a physical survey of the property, including but not limited to:

Doors and windows (inclusive of all locking devices);
 Roof access;
 Building and classroom access;
 Lighting;
 Intrusion devices (alarms);
 Current staff;
 Internal security;
 Emergency notification systems;
 Communication systems;
 Warning signs;
 Safety equipment and materials;
 Evacuation plan in case of emergency;
 Access/Egress Routes on public and private ways.

B) Control of Visitors

Notices will be posted at all building entrances that all visitors shall upon entering the School report to the reception desk to sign in. They will receive visitor badges that must be properly displayed throughout the school visits. Visitors must be announced prior to receiving directions to their destinations. All staff members and students shall immediately report any strangers to an administrator. During the school day, the security personnel should monitor school entryways. Impromptu parent visits for faculty conferencing or for cafeteria visits with food from outside vendors for their children are discouraged. All parents / guardians are directed to drop off all students in respective school lobby areas, and refrain from walking students to their rooms or cafeteria. Visitation privileges may be revoked for any reason at the discretion of the Director or designee. All visitors must follow all municipal traffic laws and campus vehicular directives. Violators of these laws / directives and persons trespassing upon school property will be reported to the Orleans Parish Police Department.

C) School Crisis Team

There shall remain a building-based Crisis Team consisting of administrators, security personnel, social worker, school nurse, and maintenance personnel. Representatives from the Orleans Parish Police, Orleans Parish Fire Department, and Emergency Preparedness personnel will advise school personnel on a collaborative basis.

The purpose of the Crisis Team is to formulate safety and security plans within the School to ensure and promote a safe and secure school environment, develop specific protocols in response to emergencies, and to disseminate safety advisory updates and information to students, staff, parents, and the community. The Crisis Team shall meet throughout the School year.

D) Building Evacuation/Lockdown Plans

The School possesses written building evacuation/lockdown plans to be employed in the event of emergency situations.

E) Emergency School Closings and Delayed Openings

The CEO is responsible for the closing of public schools once the School begins. Milestone Academy will coordinate the dismissal of its students with the Orleans Parish Public Schools. Area radio and television stations will be notified by the Superintendent's office of school closing and early dismissal information for public broadcast.

F) Drug Free School Zone

Any person who violates the provisions of the law pertaining to the unauthorized manufacturing, distribution, dispensing or possession with intent to distribute a controlled substance while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school, whether or not in session, shall be punished by a term of imprisonment in the state prison for not less than two and one-half nor more than fifteen (15) years or by imprisonment in a jail or house of correction for not less than two nor more than two and one-half years. No sentence imposed under the provisions of this section shall be for less than a mandatory minimum term of imprisonment of two (2) years. A fine of not less than one thousand nor more than ten thousand dollars may be imposed but not in lieu of the mandatory minimum two (2) year term of imprisonment as established herein.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

Personal Belongings:

The School will attempt to create an environment, which will prevent personal items from being lost or stolen. However, **Milestone Academy cannot be responsible for lost or stolen property. Students bring personal belongings at their own risk.** The best protection against loss or theft is to clearly mark all clothing and equipment with the student's name. There is a "Lost and Found" box located in the registrar's Office.

Large/loose jewelry, large/loose key / wallet chains, spike bracelets or collars, sunglasses, bandanas, nylon caps, or any other accessories that may be dangerous or distracting are prohibited.

Students are not allowed to bring the following items to school.

- **Cameras, recording devices, CD players, iPods, MP3 players or electronic games.**
- **Playing /trading cards**
- **Laser pointers**
- **Toys**
- **Skateboards**
- **Athletic equipment other than for school athletic teams**
- **Wallet chains**
- **ROLLING BOOKBAGS**

Prohibited articles / property will be confiscated by school administrators and will require parental pickup.

Telephone Use/Student Messages:

Telephone messages will only be delivered through the respective administrative offices from a parent to a student on an emergency basis. Please remember that Milestone Academy grade level offices serve in excess of 430 students, and students should make certain that they have all necessary instructions before leaving for school. **Parents should only telephone with messages for students on an emergency basis.**

***Cellular telephones are NOT ALLOWED on school grounds at any time.**

Violation of Cellular Phone –

1st Offense – Parental Notification and parents must sign to retrieve the cellular phone.

2nd Offense – Detention and parents must sign to retrieve the cellular phone.

3rd Offense – 1 Day Out of School Suspension and parents must sign to retrieve the cellular phone on the last day of school.

4th Offense – Parent will be asked to withdraw student from Milestone Academy.

Except in an emergency, students may not use the office telephones to make calls during school hours. If a student has an emergency, he or she may report to the front office where a staff person will place the call on behalf of the student.

Restroom Policy:

- Students can go to the restroom during breakfast and lunch/recess.
- During instructional time, teachers will use their best judgment to determine if a student will be allowed to go to the restroom. All students must be issued a pass to go to the restroom.
- Only one student per classroom will be allowed to go to the restroom at any one time.
- Any student going to the restroom will need to have a specific “restrooms pass” when outside the classroom.

ATTENDANCE POLICY:

Milestone Academy requires children to attend school regularly from the ages of six to sixteen. The law provides various penalties for persons who obstruct or prevent children from attending school. Parents are subject to court action and a fine should their child be absent in excess of five day sessions or fourteen half day sessions within a six month period. Parents and guardians are essential to good attendance and are responsible for ensuring that children attend school regularly and on time. Milestone Academy expects students to attend school daily in order to receive the maximum benefits of instruction.

Milestone Academy does not follow an open campus policy. Therefore, all students are expected to remain on campus for their entire school day.

Definitions:

School absence: To be considered present in school, a student must be in attendance for a minimum of four (4) academic periods in a given school day.

Class absence: To be considered present in class, a student must be in attendance for more than twenty-five (25) minutes in a given class period.

All absences will be counted and considered accruing toward Milestone Academy academic consequences and truancy as defined in the Louisiana statutes.

A parental note is required indicating the reason for the absence. The note must include the date(s) absent, the reason for the absence, a telephone number where a parent or guardian can be reached, and the parent or guardian's signature. Absences may be legitimate, but in excess, they undermine student performance and continuity. Students will be provided with the opportunity to make up work for absences.

It is the responsibility of the parent/guardian to notify the school when a student is absent. In instances of chronic or irregular absence reportedly due to illness, the school may request a physician's statement certifying such absences to be justifiable. Illnesses that contribute to a medical absence that exceeds five (5) consecutive days must have a doctor or health care provider's notice of explanation.

The Milestone Academy administration shall review and maintain records of all absences. When a student is absent, the parent shall notify school before 10:00 A.M. If a parent does not call the School, the School will attempt to contact the parent about the recorded absence. Consistent patterns of tardiness or absences from individual classes or whole day truancy will prompt contact of parents and guardians and appropriate intervention and consequences.

It is the responsibility of parent(s)/legal guardian(s) and students, whenever possible; to make personal appointments that do not conflict with regularly scheduled classes or school activities.

Attendance Procedures:

Attendance will be taken in each homeroom pursuant to the respective bell schedules. Students **MUST** report to homeroom to be recorded as present in school and to avoid absence recordings. Students arriving late must be recorded as tardy by office administration before reporting to their respective classrooms.

At the start of each class, teachers will take classroom attendance.

Records of missed classes, due to absences, late arrivals, early dismissals or disciplinary referrals, will be referenced for course failure deliberations and /or disciplinary consequences.

ATTENDANCE INTERVENTION MEASURES AND CONSEQUENCES:

After *five (5)* consecutive days of absences, an administrator or school counselor may conduct parental conferences. Reports of these conferences or of home visits will be forwarded to the Principal or designee for deliberation and appropriate intervention.

If a child (ages 6-15) accumulates seven (7) days of absences within six months, CHINS reports may be filed.

A *Child in Need of Service (CHINS)* report to the Department of Social Services may be filed for students who are chronic absentees and whose parents have failed to fulfill their responsibility to ensure their child's attendance in school.

If a student (age 16 years or older) is chronically absent from school, the counselor or administrator shall refer the student to the Adult Education Center for dropout prevention services.

If a Special Education student is chronically absent, the IEP team should convene and rewrite the student IEP to reflect this issue.

The following reasons for absences may be excusable and considered as part of the appeal process:

- A doctor, school nurse, or independent medical practitioner-verified illness, injury or disability that prevents the student from attending school.
- A death in the immediate family.
- Court appearances, DYS confinement, or suspension from school.
- Religious holy days.
- Displacement by natural disasters.
- School sponsored/approved activities (including field trips, athletic contests, etc.).
- Psychological, Physical Testing and Evaluations, Medical Assessments:
Under certain circumstances psychological and medical assessments may be required (e.g. IDEA, Chapter 766 etc.) and testing schedule can only be arranged during school hours.

Family vacations are not considered to be excused absences.

TARDINESS

Students are expected to be punctual and respectful of other people's time. Tardiness not only impacts the beginning of the child's day, but is also disruptive to the class and infringes upon the rights of others. Habitual tardiness will not be permitted. See Louisiana Law below:

Existing Law (R.S. 17:233(A)) provides that any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to existing law (La. Children's Code provisions relative to families in need of services). Provides that the court may place the truant in a home or in public or private institution where school may be provided or may provide otherwise for the student.

Prior Law (R.S. 17:233(B)(1) provided that a student was considered habitually absent or habitually tardy when either condition continued to exist after all reasonable efforts by the principal and the teacher failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or if a pattern of five absences a month was established. Required the student's principal to file a written report showing dates of absences or tardiness, dates and results of school contacts with the home, and other information as needed by the visiting teacher or supervisor of child welfare and attendance.

New law (R.S. 17:233(B) (1) (a) provides instead that a student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. Deletes prior law requirement for a written report.

New law (R.S. 17:233(B)1)(b) adds a requirement that the student's parent or legal guardian shall enforce the attendance of the student at school. Requires the school principal to notify the parent or legal guardian in writing upon the third unexcused absence or unexcused occurrence of being tardy and to hold a conference with the parent and requires that the parent or legal guardian sign a receipt for the notification. Further adds that the parent or legal guardian of any student in kindergarten through grade eight who is considered habitually absent or habitually tardy pursuant to the provisions of new law shall be punished as follows:

(1) For first offense, a fine of not more than \$50 or the performance of not more than 25 hours of community service.

(2) For subsequent offenses, shall be punished in accordance with existing law (R.S.17:221(A)
(2) - A fine of not more than \$250 or imprisoned not more than 30 days, or both).

Specifies that for purposes of existing law and new law, the term "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day.

LOUISIANA LAW WILL BE STRONGLY ENFORCED.

ATTENDANCE/DISMISSAL POLICY PROCEDURES:

For safety and security purposes, Milestone Academy requires that parents/legal guardians make all requests for early dismissal of students in writing on the day of such request. Parents/ guardians are discouraged from picking up their children for early dismissal without prior written notice.

***STUDENTS WILL NOT BE DISMISSED AFTER 3:00 p.m. UNLESS PARENTS HAVE MADE PRIOR ARRANGEMENTS WITH THE FRONT OFFICE.**

All parental requests for early dismissal of students must be given to either the Lower or Upper School homeroom teacher for administrative review and processing.

All early dismissal students must record their dismissal time in the main administrative office logbook.

Walkers and students are to be picked up by parents from the blacktop at their respective dismissal times for the Upper and the Lower Schools.

We will not disturb any class for early dismissal requests during examination and testing times. These testing periods include, but are not limited to LEAP testing, final exams, weekly exams.

Milestone Academy **requires** that parents/ guardians provide written notice if other individuals are providing for their child's early dismissal and transportation.

TRANSPORTATION POLICIES:

Campus / Neighborhood Traffic Control:

In order to control vehicular traffic and to provide for student and neighborhood safety, visitors must follow posted speed limits and park in the designated campus parking areas. Violators of neighborhood / campus traffic control or parking directives will be reported to the Orleans Parish Police Department.

School Bus Transportation: Milestone Academy students who travel to and from school using the School bus will conduct themselves appropriately. Any student disrupting the daily operation of the school buses will be subject to disciplinary actions.

UNIFORM POLICY: STRICTLY ENFORCED

Milestone Academy values each student for who they are not by how they look or what they wear.

The School has a uniform policy which requires students to come to school in a uniform at all times, except on scheduled non-uniform days or when special permission is granted by the administration. Uniforms instill pride in the School and give each child a feeling of being part of the team. It helps to eliminate peer pressure. Uniforms are also more cost efficient in the long run. In case of a homeless situation the parent should make an appointment with the School Principal. School uniforms must be purchased from the uniform company selected by Milestone Academy. Please call the school for uniform location.

NOTES:

Girls: 1. Hems no longer than 3" above the knee.

2. Fitting: Room for growth but no more than one size larger.

Boys: 1. Uniforms should be fitted no more than one size larger than size of student.

Pants length should be no more than 1" longer than regular fitting size. No Ruffling.

Shoes:

All Girls must wear black/white oxfords. All Boys must wear All Black Military Shoes with shoe strings. NO Sneakers Allowed. There will be no exception for girls/boys.

ADDITIONAL REQUIREMENTS:

- Pants must not drag on the floor and must be safe for use on stairwells and appropriate for school activities. Shorts cannot be shorter than 3 inches from the bottom of the knee.
- **SHIRTS MUST BE TUCKED IN AT ALL TIMES. THIS MEANS BOTH GIRLS AND BOYS.**
- A student's personal dress and appearance must comply with all safety regulations while attending a lab.
- Student athletes may wear school issued athletic apparel on game days.
- Flip-flops, shower sandals, cleated athletic shoes and sneakers with wheels are prohibited for safety reasons.
- Clothing must cover a student's midriff.

- Any article of clothing worn, as an undergarment must be **SOLID** white, grey or black and without lettering or designs. (Includes: socks, pantyhose, tights etc...)
- Large, long chains as wallet or key-chains, earrings (can't be larger than a quarter); spiked bracelets or collars, sunglasses and other inappropriate items are prohibited.
- Fleece-vests, jackets, and coats are not to be worn in the classroom or in hallways. All exterior wear clothing is to be secured in student lockers.
- All headwear articles including, but not limited to scarves, bandanas, or hats of any kind are NOT allowed inside the building other than for religious purposes.
- **Any inappropriate dress or personal accessorizing or accessories (e.g. no hair tinting for Males/Females (including coloring/streaks), styling, shavings, designs, MOHAWKS or body piercing) that prove to be disruptive to the academic environment or may endanger the child's safety will result in administrative or disciplinary action.**
- Accessories must coordinate with the school's uniform: Black, Grey and White (**SOLID COLORS ONLY**).
- **SOLID BLACK BELTS ONLY!**
- **NO SAGGING PANTS! – Discipline action will be taken, if any student is caught with their pants sagging.**

PERSONAL DRESS AND APPEARANCE WHICH IS VULGAR, TATTERED, PLAINLY OFFENSIVE OR WHICH DISRUPTS OR SUBSTANTIALLY INTERFERES WITH THE EDUCATIONAL PROCESS OR WITH ANOTHER STUDENT'S ABILITY TO RECEIVE AN EDUCATION IS PROHIBITED.

The most important element of the uniform policy is parental support and student compliance.

Procedure for Uniform Violations:

Any student who is not wearing the proper school uniform will incur a check mark on their discipline record resulting in a uniform infraction.

- The student will be requested to remedy the cause of the violation immediately
- If the cause of the violation cannot be remedied on-the-spot, the student will be referred to the Student Management office for assistance.
- The Student may be loaned the proper piece of clothing if available in the proper size. The loaned clothing should be laundered, and returned to school the following day.
- If Student Management cannot help with the uniform issue, parents/guardians will be contacted to bring the proper uniform clothing to school.
- Depending on the piece of clothing in question and on the frequency of the uniform infractions, the student may be asked to wait for the parent/guardian outside of the classroom in an area designated by the Student Management Staff.

Chronic disregard for the uniform policy will result in progressive disciplinary consequences.

On designated **Non-Uniform school days**, students must wear appropriate non-uniform clothing. Students should wear clothing that is neat and clean. Students should not wear clothing that is revealing, too tight, or excessively baggy.

The following clothing and personal accessories **are not allowed** on Non-Uniform school days:

- **Tank tops**
- **Skirts shorter than 3 inches from the bottom of the knee or with slits 3 inches above the knee**
- **Bandanas, hats, visors**
- **Slippers, or pajama-style pants**
- **Flip flops and shower sandals**
- **Hair tinting, hair styles, or body piercing that may distract from classroom instruction.**

Any student that does not adhere to the above will not be allowed to dress down on the next scheduled non-uniform day.

Tattoos

Tattoos or body markings deemed offensive, vulgar, or which disrupts or substantially interferes with the educational process are prohibited.

At school, Tattoos are to be covered by clothing and/or by any other means such as bandages, etc.

Students openly displaying tattoos and other body markings will report to the Student Management office in order to help them cover them.

Earrings:

The following items are NOT allowed:

- Earrings for boys. Boys are not allowed to wear earrings in school. If they pierce their ears and cannot remove the earring for fear of infection, they will have to cover the earring with a band aid while at school until such time it is safe to remove (period not exceeding 2 weeks).

Bracelets:

The following items are NOT allowed:

- Bracelets with messages that are offensive, vulgar, or which disrupts or substantially interferes with the educational process.

Body Piercings:

- Body Piercings are only allowed for religious purposes.

Necklaces:

- Name plates, rosary beads, ethnic and ornate necklaces or not allowed and will be confiscated.

PRIVACY RIGHTS, SEARCHES, AND SCHOOL PROPERTY:

Policy Application:

Students are protected by the guarantees of the Fourth Amendment of the United States Constitution, and are subject to reasonable searches and seizures of the person and/or property when there is reasonable suspicion to believe that a student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials, and shall be subject to a search for any reason at all times.

Student Searches:

The legality of a search of a student, his/her clothing and/or possessions depends simply on the reasonableness, under all circumstances, of the search. The search by a school official is “justified at its inception” when there are reasonable grounds for suspecting that the search will turn up evidence that a student or students have violated either the law or school rules. Such a search is permissible in its scope when measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student(s) and the nature of the infraction.

A particular student’s effects are also subject to being searched by school officials and are subject to the same rules. Effects may include automobiles located on school property.

School Property:

Student desks, computers, etc. are for the use of students but remain the property of Milestone Academy. The School exercises exclusive control over school property, and a student should not have an expectation of privacy regarding items placed in school property.

STUDENTS SHOULD HAVE NO EXPECTATION OF PRIVACY IN THEIR LOCKERS, DESKS, COMPUTERS, BACKPACKS, DUFFLE BAGS, AND POCKETBOOKS, LIKE ARTICLES OR POSSESSIONS, ETC.

MILESTONE ACADEMY ADVISES ALL STUDENTS THAT SCHOOL ADMINISTRATORS INTEND TO CONDUCT PERIODIC LOCKER, BACKPACK, AND DESK INSPECTIONS TO INSURE CLEANLINESS, SAFETY, ADHERENCE TO FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND ADHERENCE TO SCHOOL RULES.

Use of Student Photographs:

Children’s photographs may be taken, reproduced and used for various purposes, including but not limited to temporary student records, school publications, yearbooks, classroom pictures, television news, newspapers, periodicals, recruitment efforts including media and print, and school functions, etc. **With the exception of photographs for individual student records, if you do not want your child’s photograph and/or picture used in any manner you must notify the School each year of your request in writing.**

Technology Taping and Broadcast

From time to time, student’s picture/video will be taken at school or at school activities. These pictures may be broadcast or used in print/TV media for public viewing. If any parent parent/guardian does not agree to the use of their child’s pictures in this manner, please express any objections, in writing, in a separate letter to the principal.

Student Conduct:

The following matters are taken very seriously. Rules apply anywhere on site, and at any off site school-sponsored functions. Consequences for violating rules are outlined in the next chapter, “Code of Conduct.”

Classroom Expectations:

1. Students are expected to be respectful of teachers, classmates, and themselves at all times. Following the individual classroom rules will help create an environment intended to maximize learning. Each teacher will discuss classroom policies and expectations.

2. No violence will be tolerated at the School. Violent or destructive acts will result in severe consequences determined by the Administration, depending upon the severity of the act.
3. Racial slurs, verbally abusive language, or bullying will not be tolerated.
4. Dishonesty (such as cheating, plagiarism, and stealing) will be handled with severe consequences. Plagiarism—taking ideas or writings from another person and offering them as original ideas, will not be tolerated. Repeated offenses of academic dishonesty shall prompt full scrutiny of all student grades and may result in re-testing of previous examinations.
5. Students are expected to be in homeroom and in class on time. Three instances of tardiness will prompt a referral for disciplinary consequences.
6. Students must be fully prepared for all classes. Three instances of unpreparedness will prompt a referral for disciplinary consequences.
7. Littering of any kind is not allowed.
8. Eating and drinking are not allowed in the hallway. Food and beverages are restricted to the cafeteria.
9. We learn best through imitating others; older students are expected to model good behavior for younger students.
10. No tobacco products are allowed on school property. Alcohol and chemical substances are strictly forbidden. Students in possession of illegal items will be suspended or expelled. Students found under the influence of alcohol or chemical

HALLWAY EXPECTATIONS:

As in every part of the Milestone Academy, students are expected to behave in the halls. Everyone in the School should make an effort to control noise. When classes are in session, students, teachers, and parents passing in the hallway are expected to keep their voices low. ***Students must possess a pass when traveling the halls during class time.*** Running in the hallway is prohibited. Safety for all students is important at school. Students are asked to *stay to the right* when traveling through the hallways or on the stairs.

Discipline

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. Our mission is to prepare youngsters to thrive in a rapidly changing world. Succeeding academically, developing the skills and traits that will serve them throughout life and getting involved in a variety of extracurricular and co-curricular activities are traditional benchmarks. The ability of a school to help students meet and exceed these benchmarks is influenced greatly by both individual and school-wide discipline.

Every staff person in the school is an equal and contributing partner in the important area of student management. All adults have the obligation to report any inappropriate behavior to administration.

DISCIPLINARY PROCEDURES:

Safe and Secure Environment Policy

In order to maintain a safe and secure environment, Milestone- Academy reserves the right to immediately suspend and remove a student from the School property when the student's behavior jeopardizes the safety of students, faculty, or staff.

Office referrals:

An "office referral" is the consequence for inappropriate behavior. Office referrals document behavior that is a violation of school rules, and provide information after the matter has been referred to Student Management.

If a student is disrupting a class, teachers may provide one warning before issuing an office referral. If the student continues to misbehave, he or she will be given an office referral and is sent to the Student Management office for a review of the referral with the student. Parental contact and notice of appropriate disciplinary action is then taken.

If a student commits a serious offense (e.g., physical violence), office referrals can be issued immediately without going through the warning process.

Those students found misbehaving excessively, parents will be asked to find them another school. Disrupting the learning of others will not be tolerated.

After-school Detention:

Detentions are given to students in grades K–8 for a variety of disciplinary reasons. When a student receives a detention, Student Management contacts the student’s parent/guardian to inform them of the detention. Once the student receives notification of a detention, attendance at school events or participation in extracurricular activities is prohibited until the detention is served.

Consistent failure to attend detention assignments will result in external suspension from school.

It is the sole responsibility of the parent to pick up their child immediately following the detention. Students with detention may not remain unsupervised in the School or on the campus property.

Saturday Detention:

Saturday Detention is a disciplinary program for students in grades K through 8 found to consistently violate school rules or for failure to fulfill subject matter and homework assignments. The program is designed for students undeterred by traditional school detention consequences.

Saturday Detention is held each Saturday from 9am to 12pm. Students are to report promptly and dressed in their **School uniform**. Students are also expected to possess academic materials for their study period. Any students who does not report to Saturday Detention will result in a 1 day suspension.

Parents are responsible for student transportation to and from Saturday Detention. Tardiness will result in additional school detention. Those students who are later than 10 minutes will receive an additional Saturday Detention assignment. If students are ill, or if an emergency arises, students may reschedule. The student should bring a note from the parent or guardian explaining the circumstances when he or she returns to school.

Students with unfulfilled detention and /or Saturday Detention assignments may not attend school events or participate in extracurricular activity. Parents and students who fail to acknowledge detention obligations shall be reported to the School Director or designee for administrative and parental conferencing. Consistent violations of the detention policies may result in Department of Social Services educational neglect reporting consequences.

8. Code of Conduct

Milestone Academy expects all students to conduct themselves in a responsible manner. Disciplinary measures are used to maintain a safe and stable school environment.

Disciplinary action affecting a student with a disability complies with the prescribed procedures under state and federal law.

Options and Procedures:

Each discipline case will carry its own merit and will be decided according to the facts accompanying the case. Effort will be made to discipline students while maintaining them in regular school programs. Parents are encouraged to become actively involved in the disciplinary process. In many cases, however, the following discipline procedures may take place:

1. Students may be given detention or one of several other disciplinary options, including a warning. If after school detention is given, parents must make arrangements for safe student transport home. (Scheduling arrangements for detention can be requested for a parent to provide transportation.)
2. Students may be excluded from extra-curricular activities.
3. Students may be externally suspended from school when they are a danger to themselves or others, or when they demonstrate a chronic inability or unwillingness to abide by school regulations. The Head Supervisor or Student Management Coordinator will decide the length of each suspension.
4. Students may be required to perform school-based community service.
5. Students may be referred for counseling, risk assessments or psycho educational evaluations.
6. Milestone Academy may order a change in placement to an interim alternative educational setting for up to forty-five (45) school days.
7. A student may be excluded from school.

SHORT-TERM/IN-HOUSE SUSPENSIONS:

Definition: The removal of a student from his/her classroom for up to ten (10) school days, including a referral to In-House or External suspension.

In-House Suspension: Separation from regularly scheduled classes and restriction of movement within the School. Students are responsible for completion of all schoolwork and assignments and must abide by Discipline Policy and rules of the School.

External Suspension: Removal of a student from school for up to ten (10) school days. Students remain responsible for the completion of all school assignments.

Students who do not abide by the rules of the In-House Alternative Program or who do not modify their behavior will be referred to the administration for external suspension.

During the period of short-term suspension, a student may not appear on school property or at school-related activities or events either as a spectator or participant. A violation of this school policy will be considered a trespass resulting in immediate notification of the Orleans Parish Police Department. Depending upon the reason for suspension, a student may be prohibited from attending extra-curricular activities beyond the suspension period. Suspensions that carry over a weekend or

vacation period will also eliminate a student's participation from any extra-curricular events that take place on those weekends or vacation periods.

Suspended students remain responsible for completion of all schoolwork and will receive credit accordingly. Suspended students will have the opportunity to take tests and exams given during the suspension period during time after school or upon their return to school. Teachers are under no obligation to provide help to a student while he or she is under suspension other than to provide notice of assignments.

GROUND FOR SHORT-TERM SUSPENSION:

1. Leaving school during school hours without permission.
2. Unauthorized absence(s) from school (truancy) or from class.
3. Repeated unexcused tardiness to school, class and homeroom.
4. Unexcused absence from detention assignments or Saturday Detention.
5. Gambling in any form.
6. Use of or possession of contraband items such as matches, lighters, non-prescribed hypodermic needles, pipes, roach clips, rolling papers, fireworks, stink bombs, laser pens or pointers.
7. Use of or possession of beepers or cellular phones.
8. Smoking on school property, in a school bus, or at school functions.
9. Exhibitionism, lewd, wanton and lascivious behavior, disorderly conduct and distracting and inappropriate sexual contact between students.
10. The possession, dissemination, or use of obscenity in any form, especially, speech writing or explicit sexual pictures or drawings.
11. Intentional acts threatening the health and safety of self and/or others on school property, at school sponsored or related events, and to and from school. If warranted, a determination as to referral to law enforcement may be recommended.
12. Lack of respect for faculty, staff, and visitors, including, but not limited to, insubordination, disobedience, use of insulting and/or profane language or gestures, the willful disregard of express or implied directions from a teacher, administrator, or staff member, including but not limited to, the refusal to follow the directions of mandated tests, assessments, or exams, academic dishonesty/cheating, and/or the refusal to follow a mandated program.
13. Theft or vandalism to school property or the property of others in the school setting, whether during or after school hours or at any school activity. Reasonable proof of the offender is necessary. Restitution by the offender is required. If warranted, a determination as to referral to law enforcement may be recommended.
14. Chronic school offender: The student who repeatedly disturbs or interrupts the educational process, refuses to work, who falsifies signatures on reports, who refuses to return signed papers to teachers or administrators, who refuses to report to appropriate school personnel, who exhibits offensive behavior on an ongoing basis, and/or who repeatedly violates the code of conduct.
15. Organizing or participating in hazing or bullying behavior.
16. Violation of Civil rights-students have the right to be free from discrimination based upon race, color, religious creed, national origin, ancestry, gender, sexual orientation, disability, or handicap. Such discrimination includes, but is not limited to, verbal and physical attacks on students directed at their racial, ethnic, or religious background, or their disability, and at any form of sexual harassment.
17. Violation of federal or Louisiana law.
18. Bullying in any form, including verbal abuse, harassment, taunting, name-calling, threats in any form, extortion, intimidation, slander, defamatory statements, whether verbal or written, pushing, shoving, and tripping. This includes asking anyone to verbally abuse, threaten, or intimidate another student on one's behalf.

19. Any school related act, on or off school property, which interferes with or restricts another student's ability to enjoy the educational benefits afforded or offered within, and outside of, the School setting. Such acts include, but are not limited to incidents that interfere with or threaten the well-being or order of the School or its staff, students, or the general public.

In assigning short-term suspensions, administrators are: 1) aiming to improve a student's behavior; 2) maintaining a safe and orderly school environment; and 3) providing for necessary communication between the parent/ guardian and the School personnel.

Suspensions and time out of school will be progressive in nature.

Students demonstrating a repeated pattern of misconduct will be subject to the full range of disciplinary consequences including, but not limited to detention assignments through external suspension/expulsion.

PROCEDURES FOR SHORT-TERM SUSPENSION:

1. See "Due Process", contained herein.
2. The student will be allowed to make up any schoolwork missed.
3. The teachers, counselors, and athletic director will be informed by the administration when one of their students is suspended.
4. Parent(s)/guardians may be required to accompany the student upon his/her return to school from a suspension.

LONG TERM SUSPENSIONS AND EXPULSIONS:

Definitions of Long-Term Suspension and Expulsion:

Long-term suspension is the removal of a student from his/her educational program for more than ten (10) school days but less than thirty-one (31) school days. Expulsion is the exclusion of a student from school either permanently or for more than thirty (30) school days (for example, the remainder of the school year, one semester, one calendar year, etc.). For all students, placement in an interim alternative educational setting for up to forty-five (45) school days shall be considered a long-term suspension.

During the period of the long-term suspension, a student may not appear on school property or attend school-related activities or events either as a spectator or as a participant. A violation of this school policy will be considered a trespass resulting in immediate notification of the Orleans Parish Police Department. Depending upon the reason for the suspension, a student may be prohibited from attending extra-curricular activities beyond the suspension period. Suspensions that carry over a weekend or vacation period will also eliminate that student's participation in any extra-curricular activities that take place on those weekends or during vacation periods.

Students under suspension remain responsible for completion of all schoolwork and will receive credit accordingly. Suspended students will have the opportunity to take tests and exams given during the suspension period during after school hours or upon their return to school. Teachers are under no obligation to provide help to a student while he or she is under suspension other than to provide notice of assignments.

GROUND FOR LONG-TERM SUSPENSION/EXPULSION:

The Head Supervisor / Student Management Coordinator may recommend expulsion of a student who has violated paragraphs (A) through (G), below. Only the Board of Trustees may expel a student under paragraphs (H) and (I).

- A. Possession of a firearm on school premises, at school-sponsored or school related events, including field trips, and athletic games, and to and from school (United States Code, Section 921 of Title 18);
- B. Possession of a dangerous weapon, other than a firearm, on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school
- C. Possession of a paint gun, BB gun, air rifle, pellet gun, or imitation weapon of any kind;
- D. Assault/assault and battery by means of a dangerous weapon on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school.
- E. Assault/ assault and battery upon an administrator, teacher, teacher aide, or other school staff member on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school.
- F. Possession, use and/or distribution of a controlled substance, including, but not limited to, marijuana, cocaine, crack and heroin on school premises, at school- sponsored or school-related events, including field trips and athletic games, and to and from school;
- G. Misuse of inhalants, glue, or any other substance, on school premises, at school-sponsored or school-related events, including field trips and athletic events, and to and from school.
- H. Academic dishonesty / cheating.
- I. Making a bomb threat by any means, including, but not limited to, verbally, electronically, or in writing.
- J. Use or possession of a bomb or any other explosive or incendiary device, including an object that appears to be a bomb or other such device.
- K. A student charged with a felony or the subject of a felony delinquency complaint may be suspended, or a student convicted, adjudicated, or admitting guilt with respect to a felony or felony delinquency may be expelled, provided that the Principal determines, after hearing, that the student's continued presence poses a substantial detrimental effect on the general welfare of the School.
- L. Possession, use and/or distribution of alcohol on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school; and
- M. Serious offenses as defined in Grounds for Short-Term Suspension, items 5 through 19, inclusive, on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school.

PROCEDURES FOR LONG-TERM SUSPENSIONS/EXPULSION:

1. See "Due Process", contained herein;
2. The student shall be notified in writing of an opportunity for a long-term suspension/expulsion hearing before the Principal or Board of Trustees, provided, however, that the student may have representation, at his/her expense, along with the opportunity to present evidence and witnesses on his/her own behalf, at said hearing;
3. After said hearing, the Principal shall expel from school, for a period of not less than one calendar year, a student who has been determined by the Head Supervisor or Student Management Coordinator to have violated (A) above.
4. After said hearing, the Principal shall expel, or in his/her discretion, decide to long-term suspend rather than expel, a student who has been determined by the Head Supervisor/Student Management Coordinator to have violated paragraphs (B) through (F) above.
5. After said hearing, the Head Supervisor/Student Management Coordinator may suspend a student and may recommend to the Principal that the Board of Trustees consider expelling a student who has been determined by the Head Supervisor/Student Management Coordinator to have violated paragraphs (G) and/or (H), above.

6. Any student who has been expelled from the School by the Head Supervisor/Student management Coordinator shall have the right to appeal to the Principal. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Principal in writing of his/her appeal. The student has the right to be represented by counsel, at his/her expense, at a hearing before the Principal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any sections of this section any provisions of this section. The Principal may modify the expulsion of a student on a case-by-case basis.
7. The Head Supervisor/Student Management Coordinator shall provide written notification to the Principal of any long-term suspension/expulsion. A copy of said notification shall be mailed or hand-delivered to the student's parent(s)/guardian(s) in the language of the home. A copy shall be maintained in the student's temporary cumulative file.
8. The student may return to school only in the company of his/her parent(s)/guardian(s).
9. If suspended, the student will be allowed to make up any schoolwork missed in an appropriate time period as determined by the School.
10. When a student is expelled under the provisions of this section and applies for admission to another school, the Principal, once notified, shall inform the receiving school district of the reasons for the pupil's exclusion.
11. The Head Supervisor/Student Management Coordinator shall notify the Orleans Parish Police Department whenever a student has committed an assault / assault and battery upon a school staff member, an assault and/or assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, for the second/subsequent time.
12. The Head Supervisor/Student Management Coordinator may, at his discretion, notify the Orleans Parish Police Department whenever a student is in possession of a controlled substance, including alcohol, or commits a delinquent criminal act in violation of federal or Louisiana law not specified in the above paragraph.

Specific Grounds for Disciplinary Action and Options:

A student may be suspended or disciplined for any school-related incident (on the way to or from school), on or off school property that interferes with the education of other students within the School setting.

School officials must consult the Code of Conduct in determining what level of discipline to impose. A student's age, maturity, previous disciplinary record (prior instances of misconduct and disciplinary measure(s) imposed for such misconduct) and the circumstances surrounding the incident are to be considered when deciding the appropriate disciplinary and intervention measures.

The enumerated infractions are not all-inclusive, nor are the options for disciplinary responses. **While several options are listed for most offenses listed below, all need not apply and can be used in any order.** Individual circumstances may justify the imposition of disciplinary measures that differ from the guidelines.

The Code of Conduct for Milestone Academy provides for graduated penalties for students who engage in repeated misbehaviors despite the prior imposition of appropriate disciplinary measures. Under progressive discipline, more severe penalties will be imposed on those students who engage in a pattern of persistent misconduct.

Guidelines:

OFFENSE:

OPTIONS:

1. Staff Assault and/or Battery

- External suspension for up to 30 school days.
- A police incident report will be filed.
- A student who assaults a school staff member is subject to expulsion.

2. Possession, use, or sale of illegal drugs or controlled substances

- External suspension for up to 30 school days.
- A police incident report will be filed.
- A student who is found possessing, using, or selling drugs or a controlled substance is subject to expulsion.

3. Possession of an illegal* or Dangerous weapon; arson

- External suspension for up to 30 days.
- A police incident report will be filed.
- A student who possesses a dangerous weapon, or attempts or commits arson, is subject to expulsion.

Note: The Principal and faculty are mandated reporters to police regarding illegal weapons and/or drugs. All other school staff must report illegal* weapons to the Principal or designee. If the Principal is not available, school staff must report illegal weapons to the police. All illegal weapons listed require a mandated external suspension. Weapons not listed require the Principal or designee to make a decision by a good faith belief that an item is a weapon.

*Illegal and/or dangerous weapons: These weapons include, but are not limited to, a firearm, knives and other dangerous devices. For purposes of this disciplinary policy, the term “dangerous weapon” shall also include any device or instrument that, under the totality of circumstances, a reasonable person would consider it “dangerous.”

4. Under the influence of alcohol or in possession of alcohol (Principal or counseling designee to determine if student is “Under the Influence”)

- 1st. Parent contact, 3 day suspension,
- 2nd. 5 day suspension, letter to parents on behavioral change stating possible long term suspension
- 3rd. Long term expulsion & letter to parent

** Student will be sent to an alternative classroom in which a proctor will be present to supervise and assist the student individually or in a small group.

5. Defiance of authority (Insubordination, disrespect)

- 1st. Parent contact, 3 day suspension, or counseling.
- 2nd. 5 day Suspension, letter to parents on behavioral change stating Possible long term suspension.
- 3rd. Long term expulsion & letter to parent.

6. Possession / Use of tobacco products	1 st Saturday detention, confiscation, Parent notification, counseling 2 nd 3 days suspension, confiscation 3 rd Letter to parent on behavioral change stating possible long term suspension or expulsion
7. Vandalism, breaking and entering, arson, theft, disruptive or violent conduct	1 st Detention, parent notification, restitution, counseling 2 nd 3 days suspension with restitution 3 rd Letter to parents on behavioral change stating possible long term suspension or expulsion
8. Profanity, obscene language, possession of obscene material or sexual misconduct.	1 st Parent contact, 3 day suspension or counseling. 2 nd 5day suspension 3 rd Long term suspension or expulsions
9. Fighting or physical / verbal	1 st Suspension, parent notification, assault counseling 2 nd Suspension 3 rd Letter to parents on behavioral change stating possible long term suspension or expulsion
10. Truancy	1 st Parent notification, counseling 2 nd Saturday detention, Parent conference 3 rd Counseling, letter to parents, possible long term suspension/ expulsion
11. Violation of Civil Rights: The right of a student to be free from discrimination/harassment based on race, national origin, religion, sex, or disability	1 st Parent contact, after school or Sat. detention, counseling, automatic 1 day suspension 2 nd 3 days suspension, parent contact 3 rd 5 days suspension, letter on behavioral change, possible long term suspension/expulsion
12. Threat to staff	1 st 5 days to semester suspension, possible police referral, letter to parent 2 nd Long term suspension or recommend expulsion possible police referral

13. Threat to student/Bullying	1 st Up to 5 days suspension, letter to parents, staff counseling 2 nd Letter on behavioral change stating possible long term suspension or expulsion 3 rd Long term suspension or expulsion
14. Classroom Disruption	1 st Counseling, parent notification, detention 2 nd Parent conference, Saturday detention 3 rd Letter to parents on behavioral change or possible long term suspension/expulsion
15. Ditching	1 st Counseling, detention, parental contact 2 nd Saturday detention, parent contact 3 rd 3 days suspension, letter of behavioral change, possible long term suspension/expulsion
16. Academic dishonesty/plagiarism	1 st Incident recorded on student record, parent contact, counseling 2 nd 2 days suspension, incident on record, parent conference 3 rd 1 week suspension, grade review, incident on record 4 th Expulsion recommended
17. A violation of state or federal Law	1 st Parent Contact, suspension police referral 2 nd Expulsion, Parent contact Police referral
18. Stealing	1 st 1 day suspension. 2 nd 5 day suspension 3 rd long term suspension/expulsion
19. Transportation	1 st Parent notified, 1 day off bus 2 nd 3 days off the bus 3 rd 5 days off the bus 4 th 8 days off bus possible long term Suspension/expulsion and suspended off school bus.

20. Tampering with Fire Alarm

1st 5 days suspension

2nd 10 days suspension

3rd long term suspension/expulsion

Alternative Program

Students are referred to the alternative program once all other disciplinary procedures have been exhausted (detentions, conferences, counseling and internal and external suspensions). Once a student is recommended for this program he/she must complete a minimum of one semester to a maximum of 1 year. If a student does not complete the alternative program he or she will be recommended for expulsion.

DUE PROCESS:

Under Goss v. Lopez, 419 U.S. 565 (1975), the United States Supreme court held that students have the right to certain minimal due process protections when school officials seek to impose short-term suspensions. The Court stated that in such cases, the student is entitled to oral or written notice of the charge(s) against him/her, and explanation of the basis for the accusation(s), an opportunity to present his/her version of the facts. This “informal hearing” must be provided in advance of the suspension except where the student’s continued presence endangers persons or property or “threatens disruption of the academic process.” In the exceptional cases where immediate suspension is justified the notice and hearing must follow as soon as practicable. Finally, the United States Supreme Court indicated that where school officials seek to suspend a student for more than ten (10) days (long-term suspension), depending on the length of the exclusion, greater due process protections might be required.

Prior to the informal hearing, oral or written notice of the charges shall be given to the student by the Head Supervisor or Student Management Coordinator.

The informal hearing with the student will then proceed in the following manner:

1. The evidence against the student will be reviewed with the student.
2. The student will be given the opportunity to explain or to make statements in defense of his/her action or in mitigation of his/her conduct.
3. The Head Supervisor or Student Management Coordinator shall record a summary of the facts and disputed evidence.
4. The Head Supervisor or Student Management Coordinator shall have the discretion to investigate and to clarify facts, but the student should be informed of all such actions.
5. After the informal hearing, the student will be notified of the decision of the Head Supervisor or Student Management Coordinator.

When a student is suspended:

1. Parent/guardian should be immediately notified that their child is being suspended. In the case of an emergency, they will be asked to come to school and take the child home. (Arrangements for school assignments/tests will be provided as practicable).

In emergencies, if the conduct of a student is severely disruptive, the student will be immediately removed from the building by the police if necessary or by the parent/guardian. Formal charges will follow. All suspension paperwork will follow the emergency action.

If the attempts to reach the parent(s)/guardian(s) are unsuccessful, the student will remain in the building until regular dismissal time. After reasonable efforts to contact the parent(s) or guardian(s)

have been made by the administration, the suspension shall take effect and not be stayed. Externally suspended students will not be allowed to return to school during the period of the suspension even if the administration is unable to reach the parent(s) or legal guardian(s).

2. The Student Management Coordinator must follow this oral presentation with a letter to the parent/guardian summarizing reasons for suspension, and indicating the number of days of suspension and the reinstatement date—the date the student may return to school.
3. Parent(s) and guardian(s) should be presented all reasons for suspension and, if so requested, be given an administrative hearing date with the Student Management Coordinator's Supervisor. The following provisions also apply:
 - a. The hearing must be held within two days of the suspension and before reinstatement to school.
 - b. The reinstatement date could, as a result of the hearing, be sooner depending upon evidence, student history, and extenuating circumstances.
 - c. A suspension review decision from the Principal will be forwarded to parent(s)/guardian(s). There is no right to further review.

Long – Term Suspension/ Expulsion Procedures:

In addition to the minimal protections afforded to a student where a short-term suspension is imposed, additional due process hearing rights arise under federal and Louisiana law when a long-term suspension is sought.

Prior to the imposition of a long-term suspension placement in an interim alternative educational setting or an expulsion, the Student Management Coordinator shall ensure that the parent(s) or legal guardian(s) (or student, if he/she is eighteen (18) years old or older) receive(s) timely written notice, in the language of the home, by certified and first-class mail, postage prepaid, of the following:

1. That a hearing will be held to determine whether or not to impose a long-term suspension, placement in an interim alternative educational setting, or expulsion;
2. The date/time/place of the hearing;
3. A description of the nature of the evidence supporting the allegation(s) against the student;
4. The specific sections of the Handbook alleged to have been violated;
5. A list of witnesses who will appear on behalf of the School;
6. A summary of the procedures to be followed and the rights afforded to the student at the hearing; to wit:

During the course of the hearing, the School will first present direct and corroborative evidence from the above named individual(s). After presentation of any rebuttal evidence, you will be able to present any evidence related to the above-alleged acts on behalf of your son/daughter. You will then be able to present an argument concerning the information presented followed by a brief argument by the School.

At the hearing, your son/daughter has the right to be represented by counsel or an advocate of your choice.

Depending upon the nature of the individual, you may have the right to cross-examine school witnesses (note: in some cases the need to protect an individual may outweigh a student's right to cross-examine a witness, for example, another student.)

In addition, you may present witnesses on behalf of your son/daughter, and have your son/daughter, if you choose, testify in his/her own behalf if you so desire.

You are entitled to a copy of the tape recording of the hearing.

In addition, you or your counsel or advocate may review any and all statements by proposed school witnesses prior to said hearing. Arrangements for such review can be made by contacting the Student Management Coordinator.

Finally, you have the right to a reasonably prompt written decision, including the specific grounds for the decision, after the hearing is concluded.

Please be advised that all reasonable efforts will be made to protect the confidentiality of the hearing.

Please also note that the allegations against the student must be supported by a preponderance of evidence before a long-term suspension / expulsion is imposed.

Please note further that this is not a court proceeding. Evidence which is relevant, though hearsay, may be admitted.

7. If the student has an Individualized Education Plan (IEP) or Section 504 Accommodation Plan, additional rights are enumerated in "Disciplinary Action Relative to Special Needs Students" below;
 - a. The right to appeal the Principal decision to the Disciplinary Subcommittee of the Board of Trustees within ten (5) days; and
 - b. The telephone number of the Student Management Coordinator should the parent(s) / guardian(s) have any questions or concerns

CONFIDENTIALITY:

Any action taken by the Milestone Academy in the application of the disciplinary policy shall be documented in the student's temporary cumulative record. Disclosure of this information without the prior written consent of the parent(s)/legal guardian(s) or the student if he or she is fourteen or older is prohibited except as allowed by law.

STUDENT RECORDS:

A student's record contains all information concerning that student which is kept by the School. Student and parent/legal guardians with custody have the right to see their own student records. Copies of any information in the record may be obtained upon request. For extensive copies of student records, please allow five (5) working days from the date of a request for production of such documents. Please also note that public records regulations permit Milestone Academy to charge a reasonable fee for copies in the event that extensive copies are requested.

Pursuant to state and federal statutes and regulations, no third party, other than authorized school or Department of Education personnel, shall have access to information in or from an education record without the specific informed consent of the eligible student or the parent(s)/legal guardian(s), subject to certain exceptions. A student's record is available to school personnel that work directly with the student. This includes administrators, teachers, counselors, office staff and clerical personnel. They do not need permission to see student records.

No information in a student's records is available to anyone outside the district without the written permission of the student and or parent/legal guardian. Court officers, health officials, and authorized school personnel may have access to school records of students without "the specific informed consent" of the student of his/her parent(s)/legal guardian(s).

FERPA also allows disclosure of education records without the consent of parent(s)/guardian(s) and/or students to any school officials, including teachers, who have a legitimate educational interest in them; during lawsuits brought against the school by a student or against a student by the school; in the event of a health or safety emergency; and, among other exceptions, upon receipt of a Court Order or lawfully issued subpoena, or upon receipt of a request from a court or the Department of Youth Services for information regarding a student. Prior to compliance with the Order, subpoena, or request, the school shall notify the eligible student or parent(s)/guardian(s) of the Order, subpoena, or request in such reasonable time that he/she may seek to have the process quashed. Other exceptions may be found by reviewing the statute.

This privacy protection also means that if parent(s)/legal guardian(s) or students wish transcripts or records forwarded to school a written release must be delivered to the school or the appropriate custodian of the student's school records.

Schools may not exclude a new student because they have not received his or her complete school records from his/her former community.

Parent(s)/legal guardian(s) and students are guaranteed the right under state and federal law to inspect as well as seek addition to or deletion from all records which are kept or requested to be kept by the School Department concerning individual students. The term "education records" is defined as records that are "directly related to a student" and "maintained by an educational agency or institution or by a party acting for the agency or institution." 20 U.S.C. 1232g (a) (4) (A). They include the "student record" – a student's transcript and any other recorded information which is identified by the student's name, as well as the "temporary record," which contains all other information such as evaluations by teachers, counselors, and other school staff. A signed log is kept in each cumulative record for all students identifying all persons who have obtained access to the student record.

If a parent/legal guardian or student wishes transcripts or records forwarded to schools, a written release must be delivered to the Guidance office and the appropriate custodian of the student's school records.

Milestone Academy does not furnish any student records or personal information for "Principal information" purposes.

Student Records

Milestone Academy understands and respects student privacy. We are committed to keeping all of your child(ren)'s personally identifiable information private, and will only share that information when legally required to do so, or when necessary for the education, health, or safety of your child(ren). Below are examples of what information may be shared.

- Directory information and educational records may be shared with employees of Milestone Academy, including teachers and administrators, to be used for designing, implementing, and evaluating educational programming and academic achievement.
- Directory information and educational records may be shared with high schools, postsecondary educational institutions, and the Office of Student Financial Assistance to be used for processing applications for admission and financial aid.
- Directory information and educational records may be stored on third-party computer systems for data storage and back-up purposes.
- Directory information and educational records may be shared with the Louisiana Department of Education and third party providers to provide and bill for special education and mental health services and evaluations.
- Directory information may be shared with third party providers to provide educational programming, co-curricular programming, and assessments.
- Directory information and health information may be shared with medical professionals and third party providers to provide medical care or billing for medical care services.
- Directory information may be shared with third party providers for the provision of transportation and food services.
- Samples of student work and accomplishments may be displayed in the school or published to recognize your child(ren)'s achievements.

We will NOT share personally identifiable information with any person or entity who desires to use the information for purposes that do not benefit the education, health, or safety of your child(ren).

Parents may withdraw consent for sharing information in this way by submitting a request in writing to the main office.

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

1. The right to inspect and review the student's education records within 45 days after the day Milestone Academy receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the

School to amend their child's or their education record should write the school principal Milestone Academy, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202

The school may also disclose directory information unless you have advised us to the contrary in writing. The primary purpose of disclosing directory information is to allow the school to include information from your child's records in certain school publications and displays. Examples include:

- Bulletin boards located throughout the building
- Honor rolls and other recognition lists
- Event programs
- Sports activity sheets and rosters

If you do not want the school to disclose any or all types of directory information listed below, you must notify the school in writing within 90 days of the first day of school (or within 90 days of enrolling if enrolling mid-year). The school has designated the following information as directory information:

- Student's name
- Grade level
- Participation in activities and sports
- Honors and awards received

The "No Child Left Behind" Act, requires that Milestone Academy must provide a list of student names, addresses and telephone numbers to military recruiters and institutions of higher learning when they request such information, unless parents or students request that information be withheld. At the start of the school year, a notice of the right to request the withholding of this information will be forwarded to parents/legal guardians and students over 14. **The notice form must be returned to the administrative offices or Milestone Academy will consider that there are no objections to the release of this information and such information will be forwarded to BOTH military recruiters and institutions of higher learning.**

NON-CUSTODIAL PARENTS ACCESS TO SCHOOL RECORDS:

In order for Milestone Academy to release student information to a non-custodial parent, the directives of Louisiana General Laws must be satisfied.

In the past, school districts were required to go through an annual process to determine whether a non-custodial parent was entitled to have such access based upon his/her legal standing via certified copies of Probate & Family Court orders or judgments.

Under the new regulation, the burden of providing this information now falls upon the **Custodial Parent**. The school district's only action upon receiving a request from a non-custodial parent for school records is to contact the custodial parent, advise them of the request, and provide the custodial parents twenty-one (21) days in which to supply documentation showing that the non-custodial parent should be denied access. If the school district receives no response from the custodial parents within the twenty-one days, it must release the records to the non-custodial parent.

Further, the former regulations required that the non-custodial parent provide information regarding his/her legal status on an annual basis. Under the new regulations, this annual requirement has been removed. The burden is now upon the custodial parent to alert the school district whenever there is a change in the legal status of the non-custodial parent that would render him/her ineligible to access the children's records.

The information provided to the non-custodial parent shall be marked to indicate that it may not be used to support admission of the child to another school.

School Tobacco Use Policy:

Milestone Academy is committed to maintaining and improving the health and well being of all employees and students. Milestone Academy accepts the educational principles that are taught best by example. Medical research shows that tobacco use poses as a significant health risk. As a result, Milestone Academy adopts the following policy for all employees, students, and visitors on school grounds.

1. Tobacco use of any kind is not permitted in any building under the direction of the Milestone Academy.
2. The smoke-free School Policy prohibits tobacco use by students, staff, and visitors in all buildings and on all school grounds, school buses, at all times, including school sponsored functions off-site.

An offense of this policy will result in a consequence. The following measures are to be used by the Principal or designee as guidelines to provide a fair, firm and consistent approach to discipline.

OFFENSE-- The use of all tobacco products.

Students—Possession or use of a tobacco product* on school property:

Offense:

Options:

1st Offense:

1-3 day suspension
Parental Notification
Counseling

2nd Offense:

3-5 day suspension
Parental Notification
Counseling

3rd Offense:

Recommendation for
expulsion

Any of the following options may be combined with disciplinary consequences: Referral to smoking cessation programs, In-House Alternative Program, and detention.

* Tobacco products: Cigarettes, cigars, chewing tobacco, snuff, or any other form of tobacco

SUBSTANCE ABUSE POLICY:

Milestone Academy is dedicated to providing a drug and alcohol free environment for staff, students and citizens. The School believes that education plays a critical role in establishing the life long health habits for its students. Advising curriculum components and guidance counseling emphasize the dangers associated with drugs and alcohol. Milestone Academy also has a strong interest in the health of its employees and in their service to students as positive role models.

DEFINITIONS:

Contraband:

Any device, apparatus or article, possession of that is illegal, such as a hypodermic needle, used in the use/abuse of any substance of abuse. This includes the substance of abuse.

Distribution:

Having on one's personal belongings five (5) or more marijuana cigarettes, or a quantity of any other substance of abuse beyond reasonable personal use, or prescriptive drugs in a quantity greater than recommended daily dose as prescribed in a Physician's Desk Reference (P.D.R.). Being found in possession of such quantities, whether or not actually found in the act of distribution, shall be considered as distribution in this policy.

Paraphernalia:

Any device, apparatus, or article used in the use/abuse of any substance of abuse, including those of an ornate nature, such as a roach clip, pipes and rolling papers.

Drug Paraphernalia:

In order that no substance abuse is implied, students who display drug paraphernalia on school property may have them confiscated and returned to their parent(s)/legal guardian(s). Disciplinary consequences for such instances will be decided upon a case by case basis.

Personal Property:

Includes clothing, knapsacks, pocketbooks, or items of individual ownership as well as school provided property.

Possession:

Having on one's personal belongings quantities of any substance of abuse in an amount reasonable for personal use.

Reasonable Search:

Inspection of a student's person, personal effects or property, but not including a strip search.

Substance of Abuse:

Any chemical or substance, licit or illicit (including all forms of inhalants), which alters an individual's physical, emotional, or mental state.

Disposal Of Confiscated Contraband:

All substances must be sealed and documented by the School administration and turned over to the Orleans Parish Police Department. A student's identity will be provided to the Orleans Parish Police Department in accordance with this policy.

Medical Emergency:

In the event that a student is found to be under the influence of a substance to the degree that is life threatening, emergency transportation shall be arranged to the nearest hospital. An evaluation by the School nurse will occur whenever feasible to ensure student safety.

Confidentiality:

All Milestone Academy administrative action taken in the application of these policies will be documented in the student's temporary cumulative record. Unless so mandated by the law, any disclosure of information must be with the consent of the individual student and/or parent(s)/legal guardians if the student is under the age of fourteen (14).

All efforts will be made to protect the identity of any individual (student, staff, and parent(s)/ legal guardian who reports violations of these policies.

GENERAL CONSIDERATIONS:

PRESCRIPTION MEDICATION: Must be left with the nurses for dispensing. A doctor's order and written parent/guardian permission is required before any medication is dispensed. Any medication kept on a student's personal belongings will be responded to in accordance with this policy, based on the quantity of substance.

DISPOSAL OF CONFISCATED CONTRABAND: All substances must be sealed and documented by the School administration and turned over to the Orleans Parish Police Department. A student's identity will be provided to the Department in accordance with the provisions of this policy.

MEDICAL EMERGENCY: In the event that a student is found to be under the influence of a substance to a degree that is life threatening, emergency transportation shall be arranged to the nearest hospital. An evaluation by the health office will be accessed whenever feasible to ensure student safety.

APPLICATION OF POLICY: Students are protected by the guarantees of the Fourth Amendment, and are subject to reasonable searches and seizures of a particular student and school property when there is reasonable suspicion to believe that a student may be in possession of drugs, weapons, alcohol, and other materials in violation of school policy or state law. School property shall remain under the control of school officials, and shall be subject to search.

SCHOOL PROPERTY: The School owns School lockers, desks, and other such property. The School exercises exclusive control over school property, and a student should not have an expectation of privacy regarding items placed in school property.

THE PERSON: According to the United States Supreme Court, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the School." A particular student's effects are also subject to being searched by school officials and are subject to the same rules. Effects may include automobiles located on school property.

DRUG PARAPHERNALIA: In order that no substance abuse is implied, students who display drug paraphernalia on school grounds may have them confiscated without any action taken. Such paraphernalia may be returned to student(s), parent(s) or legal guardian(s). This does not include contraband.

OUTLINE OF DISCIPLINARY PROCEDURES:

A. VOLUNTARY ACTION BY STUDENT:

1. Confidential referral to school social worker/counselor, if student agrees.
2. Informed of available services and resources.
3. Possible disciplinary consequences.
4. Parental involvement encouraged.
5. Police report may be filed.

Confidentiality will be respected except in cases of potential:

- Suicide
- Homicide
- Physical or Sexual Abuse

B. REASONABLE SUSPICION OF USE OF CONTROLLED SUBSTANCE:

1. To, during and from school.
2. To, during and from school sponsored or school related events and activities, including athletic games.
3. Reported immediately to the Principal or designee.
4. Upon notification, the Principal or designee is to conduct an appropriate investigation.
5. If substantiated, follow procedures in Section C, below.

C. STUDENT ADMITTING OR FOUND TO BE USING AND/OR IN POSSESSION OF CONTROLLED SUBSTANCE:

1. To, during and from school.
2. To, during and from school sponsored and school related events, and activities, including athletic games.
3. Principal or designee to immediately notify parent(s)/legal guardian(s) to take student home:
 - a. Police will be notified if parent(s)/legal guardian(s) unavailable.
 - b. Immediate short-term suspension (see Due Process).
4. Police notified of offense.
5. Adult supervision to be provided until parent(s)/legal guardian(s) and/or police arrive.
6. If medical emergency, call ambulance.
7. Penalties: Long-Term Suspension/Expulsion
In cases involving long-term suspension, the Principal will, in addition to the suspension, require:

- I. First Offense – Confidential referral to school social worker/counselor upon return to school.
 - a. Failure to attend:
 1. Meeting with social worker/counselor, Parent(s)/legal guardian(s) and student
 2. Further suspension/expulsion
 - b. Referral to outside substance abuse treatment program if so recommended by social worker/counselor.
- II. Second/Subsequent Offense
 - a. Mandatory referral to outside substance abuse treatment program.
 - b. Mandatory assessment by treatment program.
 - c. Student will be subject to further long-term suspension/expulsion for failure to abide by recommendations of treatment program.

D. STUDENT DISTRIBUTING CONTROLLED SUBSTANCE, INCLUDING ALCOHOL:

1. To, during and from school.
2. To, during and from school sponsored or school related events and activities, including athletic games.
3. Penalties:
 - a. Long-Term Suspension/Expulsion.
 - b. Orleans Parish Police Department to be notified immediately.

Sexual Harassment Policy:

General Statement:

All persons have the right to be free from sexual harassment; therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school related activities.

Definition:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when 1) submission to that conduct or communication is made a condition of obtaining services; 2) used as a factor in decisions affecting one's education; or 3) that conduct or communication has the purpose or effect of substantially interfering with an individual's education, or creating an intimidating, hostile, humiliating, or sexually offensive educational environment.

Sexual harassment is not, by definition, limited to prohibited conduct by a male toward a female. A male, as well as a female, may be the victim of sexual harassment, and a female, as well as a male, may be the harasser. Further, the victim does not have to be of the opposite sex from the harasser. The victim does not have to be the person to whom the unwelcome sexual conduct is directed. Finally, any adult may be the victim of sexual harassment by a student.

Examples:

Examples of sexual harassment include but are not limited to: demanding sexual favors accompanied by threats; engaging in reprisals as a result of an individual's refusing to engage in sexual behavior; contact with any sexual part of another's body (e.g., touching, patting or pinching); touching any nonsexual part of the body (e.g., shoulder, etc.) after that person has indicated that such touching is unwanted; displaying sexually suggestive pictures or objects; calling a person a demeaning, sexualized term, or making a reference to a person's physical characteristic when that person has indicated he/she does not wish to be addressed or referred to in that manner; leering (i.e., prolonged staring) at a person's body; sexual language or conduct in another's presence, even if not directed to said individual, once it is known that he/she objects.

Reporting:

Any student who believes he/she is a victim of sexual harassment should talk to a teacher, counselor, or another adult in a position of authority in the school as soon as possible. Students should avoid trying to solve the problem of sexual harassment alone.

All persons shall promptly report knowledge of actual or reasonably suspected sexual harassment to the Principal or designee.

Investigation:

All complaints or reports of sexual harassment shall be thoroughly investigated by the Principal or designee, including notifying the person who has been accused of harassment and permitting a response to said allegation(s).

The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods deemed pertinent.

In addition, the Principal or designee may take immediate steps, at his/her discretion, to protect the complainant, students and employees pending completion of the investigation of alleged sexual harassment.

Disciplinary Action:

If there are reasonable grounds to believe that sexual harassment has occurred, the person accused of sexual harassment will have a confidential disciplinary hearing before the Principal or designee.

If the Principal or designee, after the above hearing, determines that sexual harassment has actually taken place, disciplinary and corrective action will occur to prevent any further incidents. The range of discipline and corrective action may include one or more of the following: an education component; apology to the victim; mandatory counseling; detention; short-term suspension; long-term suspension; or recommendation for expulsion.

If either the victim or person accused of sexual harassment is aggrieved by the finding(s) or action taken by the Principal or designee, he/she may appeal said action to the Board of Trustees.

The Principal shall conduct a hearing and shall indicate her disposition of the appeal within two (2) days of such appeal, and shall furnish a copy thereof to the aggrieved party and the Board of Trustees.

Reprisal:

Reprisal, threats, or intimidation of the victim or a person who provides information regarding a claim of sexual harassment will be treated as a most serious offense, which may result in a recommendation of permanent separation from the school community through expulsion from school.

Notification To/By Parent(s)/Legal Guardian(s):

After investigation, if there are reasonable grounds to believe that sexual harassment has occurred, the Principal or designee shall notify a student's parent(s)/legal guardian(s) if the student is the victim of, or is accused of, sexual harassment.

Parent(s)/legal guardian(s) are strongly encouraged to report incidents of sexual harassment to the Principal or designee.

Frivolous Complaints:

When a complaint of sexual harassment is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and corrective actions consistent with the Code of Conduct.

Report To Police:

Depending upon the seriousness and frequency of incidents, the Orleans Parish Police Department or the Louisiana State Police may be contacted by the school administration.

To ensure the continuity and consistency of programs designed to protect employees, employers, and children, the "three person rule" defined below, is part of the Sexual Harassment Policy of the Milestone Academy Student Handbook

Three Person Rule:

The three person rule restricts and/or prohibits "one-on-one" situations between children and staff members, volunteers, or other school representatives. Staff members, volunteers, or other school representatives should avoid being alone with a student. To prevent this occurrence, always have two staff present with students. When this is not possible, have one staff present with several students.

When this is not possible, have activities occur in an open door, well lit, easily accessible setting in the line of sight by another staff member or school representative.

Bullying Policy:

Bullying is a term used to define repeated patterns of behavior, which hurt, injure, embarrass, upset, or discomfort others, directly or indirectly. Any instances of bullying, including but not limited to cyber bullying should be immediately reported to the SMC team who will determine the appropriate consequences to be issued. Bullying of any kind will not be tolerated.

Students Rights and Responsibilities:

Milestone Academy has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

1. Civil Rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the students believe injure his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

Student responsibilities include regular school attendance, promptness to school and to classes, academic honesty, and conscientious effort in classroom work, and conformance to school rules. Students share with the administration and faculty a responsibility to maintain a school climate that is safe, secure, and conducive to learning.

Student Concerns and Grievances:

Any student of the Milestone Academy, who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity on the basis of sex, color, religion, national origin or disability in violation of this policy, may file a written complaint with the Head Supervisor or designee. The Head Supervisor or designee shall cause a review of the written complaint within 10 working days after receipt of the written complaint. If the complainant is not satisfied with such a response, he or she may submit a written appeal to the Board of Trustees indicating with particularity the nature of disagreement with the response and his or her reasons for such disagreement.

Technology Policy:

Through the Milestone Academy's network connections to the Internet, students and staff have an unparalleled opportunity to participate in a global community of information and learning. With such an opportunity comes responsibility. For a student or staff member (users) at the School to use the network, he or she must comply with the following rules and sign the technology agreement. This signed

technology agreement, known as the Acceptable Use Policy, is part of the student's temporary cumulative record.

Students who do not have signed Acceptable Use Policies on file will be prohibited from using the Internet at school.

The School's network connections are intended for educational purposes only. All authorized students and staff members are prohibited from knowingly accessing portions of the network and/or the Internet that do not promote the educational or instructional mission of the School. Access to the network is a privilege, not a right. **Inappropriate use** not only reflects on the School, but **may lead to penalties, including revocation of privileges, disciplinary action and, if warranted legal action.**

Among unacceptable uses of the Network/Internet are the following:

Use at School for non-school related activities.

- Use in violation of federal, state or local laws, including sending or receiving copyrighted matter without permission.
- Commercial use or private purchase of good / services.
- Sending patently harassing, intimidating, abusive or offensive language or material to or about others, in messages public or private. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Users of the network will not create or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful materials or filenames of any sort or manner.
- Sending chain letters or pyramid schemes, "broadcasting" inappropriate messages to lists or individuals, and any other kind of use that would congest the Network, the Internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files or files dangerous to the integrity of the network. Users are prohibited to access inappropriate sites containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful materials of any sort or manner.
- Vandalizing, defined as any deliberate attempt to access, delete or change files not belonging to the user, or harm, or destroy the work, systems, or data of another user, including uploading or creation of computer viruses, and the intentional introduction of any sort or manner.
- Engaging in the illegal distribution of software ("pirating").
- Knowingly using another person's identity, or another's work product. Users should only use those computer resources they have been authorized to use. Furthermore, users will not attempt to gain unauthorized use of computer resources in order to gain unauthorized access to computing facilities of other institutions, organizations, and/or individuals. These actions are illegal, even if only for the purpose of "browsing".
- Failing, when downloading information, to comply with any associated terms or conditions specified by the supplier of that information. Expressing views or opinions not clearly identified as the users own and not those of the School.
- Circumventing security measures on school or remote computers or networks.

- Users of the network shall respect the privacy of others by not misrepresenting oneself as another individual, by not seeking unauthorized access to any computer system, damaging or altering components of any network, computer, or database.
- Users will not post private information about another person.
- Users of E-mail are responsible for all their activities when using the Internet; outbound access to the Internet shall be in accordance with the School's applicable rules and regulations.

Internet Use

Students and staff will be granted rights to use the network on Milestone Academy's network. If any parent/guardian does not agree to the use of the district technology instructional resources by the student, please express any objections, in writing, in a separate letter to the principal.

Social Media

Student use of social media outlets, including but not limited to, Facebook and Twitter, is not permitted on Milestone Academy's internet service or during school hours. Students with social media accounts may not "friend" school staff or faculty, including coaches or enrichment leaders. Students are, however, permitted to "like" Milestone Academy's pages and/or follow them on Facebook or Twitter. Gossip, slander, etc. of Milestone Academy's students, faculty, or staff, or the family members of such individuals, on social media outlets is unacceptable and will not be tolerated. Cyber bullying is treated in the same manner as in-person bullying, resulting in Out-of-School Suspension or other consequences depending on the severity of the infraction.

9. Health, Wellness Policies and Procedures

Milestone Academy follows state laws concerning immunizations and requires that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations: Hepatitis B series, varicella, diphtheria, pertussis, tetanus, measles, mumps, rubella, and poliomyelitis. These records are to be updated when necessary.

Health Screenings:

School-based health screenings by the Department of Public Health. They are conducted to detect concerns that may require further medical consultation. The screenings are conducted by the school nurse or a trained staff member. Vision, hearing, scoliosis, and height/weight screenings are conducted during the school year depending upon the student's grade. Parents will be notified of any concerns in writing and recommended that they consult their physician for consultation.

Illness and Exclusion Policy:

If a student shows symptoms of illness such as fever, diarrhea, vomiting, or severe sore throat, the student should not come to school until the seriousness of the condition has been determined or the symptoms have subsided.

If a student shows such symptoms at school, the student will be sent to the nurse's office for assessment. Parents will be contacted to have the student picked up at school.

Communicable Diseases:

Parents should notify the School immediately if a student has contracted a communicable disease. On the advice of the Orleans Parish Health Department, the School may then notify parents of other students in the grade level and homeroom. In the event of an epidemic, special precautions or exclusion policies may be necessary.

Milestone Academy follows isolation and quarantine regulations as prescribed by the Louisiana Department of Public Health. There are disease/condition specific guidelines that apply to how long a student needs to be out of school should a communicable disease/condition occur. A comprehensive list with guidelines is available in the nurse's office. For more information please contact your physician or the school nurse.

Doctor/Dentist Appointments:

Parents must come to the School office to remove a student from school for a medical or dental appointment. Students cannot be released from class unless a parent or guardian is present.

Administration of Medication:**Prescription Medication:**

Prescription medication is dispensed at school only when a doctor's written order and a parent's written consent is obtained. Medication is dispensed in the nurse's office. The medication must be delivered to the school in the original pharmacy bottle, with the student's name on it. Medications left in the nurse's office at the end of the school year will be appropriately destroyed.

For students in grades K through 8, the school nurse can only dispense over-the-counter medication (Tylenol, cough drops, cold/allergy medications, etc.) with a physician's order and written parent consent. These medications must be dispensed in the nurse's office.

Wellness Policy:**Policy Intent**

Milestone Academy promotes a healthy school, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The school supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Milestone Academy will contribute to the basic health status of its students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that no child is left behind.

The following guidelines are geared toward teaching children and families to make better choices. We encourage parents to follow these guidelines as much as possible. The intent is to have teachers, administrators and staff act as facilitators of the guidelines addressed in this policy, rather than enforcers. The emphasis will be on educating families and staff to voluntarily make better choices.

Goals of Policy**A. Provide a comprehensive learning environment for developing and practicing life-long wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

B. Support and promote proper dietary habits contributing to students' health status and academic performance.

All foods available for students on school grounds and at school-sponsored activities will be encouraged to meet or exceed the district nutrition standards.

C. Provide more opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity will be included in the school's education program from grades K through 8. Physical activity will include regular instructional physical education, in accordance with the Louisiana Health/Physical Education Framework, as well as co-curricular activities and recess.

D. Establish and maintain a Wellness Committee with the purposes of:

- Monitoring the implementation of this policy.
- Evaluating policy progress.
- Serving as a resource to the school.
- Revising the Wellness Policy as needed.

STUDENT NUTRITION

The School Breakfast/Lunch Programs:

- The school breakfast and lunch programs will continue to follow the USDA requirements for Federal School Lunch Programs.
- The School Food Service Program provider will follow the Healthy Kids Nutrition Standards when determining the items in the a la carte and competitive foods sales.

A well-balanced lunch is served daily. Students who bring lunch from home may purchase milk at school. Canned sodas are not to be sent to school, either for snack or as part of a child's lunch.

Chewing gum is not allowed in the school.

Birthdays are very special days for students; therefore, simple celebrations are acceptable. Birthday parties and activities are to be approved by the teacher and occur at the end of the day.. Parents may send store-bought treats to share with the class, if they so choose. No elaborate party favors are allowed. Please make prior arrangements.

Cafeteria Environment:

- The cafeteria environment is a place where students have:
 - 1) Adequate space to eat.
 - 2) Clean surroundings.
 - 3) Adequate time to eat meals.
 - 4) Access to hand washing facilities.

Student Nutrition Education:

Milestone Academy has a comprehensive curriculum approach to nutrition in grades K through 8. The health benefits of good nutrition should be emphasized. These nutritional themes are in alignment with the Louisiana School Health Frameworks:

Knowledge of the Food Guide Pyramid	Healthy heart choices
Sources and variety of foods	Dietary Guidelines
Diet and disease	Understanding calories
Healthy food	Food Safety
Healthy snacks	Healthy breakfast
Healthy diet	Food labels
Major nutrients	Serving sizes
Identify and limit food of low nutrient density	Our Bodies

Healthy Lifestyle For Families:

Healthy lifestyle information will be provided to parents beginning at the elementary level. This information may be provided in the form of handouts, postings on the school website, articles, parent connection presentation, and any other appropriate means available for reaching parents.

Staff Training and Certification

All physical education courses will be taught by a highly-qualified physical education teacher.

10. Emergency Procedures

Emergency Forms:

Parents or guardians of all students are required to fill out an emergency form, which is sent home on the first day of school. In emergencies, The School calls the numbers listed on the card. **It is essential that parents update these cards if their address, residence and employment telephone numbers, or emergency contact person change.**

Minor Accidents:

Any accident requiring a visit to the nurse is documented in the student's health record. Accidents involving more than minor bruises and scrapes are also documented on an Incident Report. School nurses will use their discretion in determining whether a phone call home is warranted.

Major Accidents:

If it appears that an accident is more serious, the following procedures are followed:

- The School nurse or a staff member carries out immediate first aid.
- A staff member contacts the parents to pick up the student for medical care.
- In cases where the parents or the designated emergency persons cannot be reached, or immediate medical attention is needed, The School calls 911 for treatment and/or transportation to a hospital. A staff member will accompany the student and stay until the parent arrives.
- In cases of extreme emergency, staff may contact the local emergency unit before calling the parent.

11. For Your Information

School Closings or Late Starts:

Milestone Academy will close when the Orleans Parish Public Schools close and local radio and television stations will announce closing information. Look for information about the Orleans Parish Public Schools. Only under extreme circumstances will school be closed once students have arrived. Closings during the day are also announced on local radio and television stations.

School Breakfast/Lunch Program:

The breakfast and lunch program for Milestone Academy will be managed by Orleans Parish School Board, Department of Child Nutrition. Parents/guardians will be notified at the start of the school year about school lunch and milk program prices. Students may continue to bring a lunch from home. All students returning or otherwise must complete a lunch application for the 2015-2016 school years. Breakfast is served from 7:45am to 8:15am

Microwaves are NOT available for student use.

Parental Involvement

Milestone Academy representatives are regularly on-site at schools around the world. They work actively with the school's administration to involve parents in many ways in the life of the school community. Milestone Academy seeks collaboration with parents and with the community at large, to complement the organization's efforts to provide an exemplary and multifaceted education to the children attending the school.

Communication

Every member of the staff is committed to keeping parents informed. However, the methods of communication used in a school may differ from those that are common in other schools with which you may be familiar. Types of written communication you can expect to receive include informative Friday folders, comprehensive review packets on essential material covered (sent home one week before final exams), and a monthly calendar.

Parents are also encouraged to attend Back-To-School Night, Parent-Teacher Conferences, Special Assemblies, end-of-the-year activities, and graduation celebrations.

Parent Teacher Organization

The mission statement for the PTO is **“to create an optimum environment for students and parents and to facilitate communication between the school and parents.”** It is our hope that parents will help make the school a true community and that this parent group will engage the students in positive activities outside the classroom, as well as during school hours, by sponsoring diverse social and educational activities and programs.

All parents are automatically members of the PTO and can freely join any committees or activities. This PTO'S four primary goals and some possible means for achieving them are as follows:

Facilitate communication between parents and administration.

- Meetings, which feature a speaker from the school on topic of the parents' choice.
- Orientation for parents whose children are moving from lower school to upper school.
- Orientation for new students and their families just before school the start of school.
- Evenings with the Principal – informal dialogue and discussion on a variety for topics.

Provide more social, cultural and developmental opportunities for students.

- In-school class parties
- Grade level parties in the evening for students and their families
- Cultural programs
- Mentoring programs
- Out-of-school volunteer opportunities
- Fundraising to offset some of the cost of after-school, weekend, and holiday activities that allow all students to participate.

Provide more interaction among parents

- Social events
- Family link-ups (car pool, emergency pick-ups, etc.)
- Parent Connection meeting assistance(car pools to meetings, cooperative babysitting arrangements)
- Used uniform sales and scholarships
- Parent Connection meetings

Provide a structure for Parent Volunteer activities.

- Library aides
- Crossing guards
- After-school activities

ACKNOWLEDGEMENT PAGE

Please sign and return this page to your child's teacher.

Date_____

Student's Grade/Section _____

Student's Bus Number_____

Student's Name (PRINT) _____

Parent/Guardian's Name (PRINT) _____

Telephone Number_____

We have read and understand the Milestone Academy Student Handbook, which includes descriptions of the school expectations in such areas as attendance, uniforms, behavior, parent involvement, and health-related areas and an explanation of academic and emergency procedures.

Student's signature_____

Parent/Guardian Signature_____ Date_____