

STUDENT HANDBOOK



MileStone Academy

Motivated Intelligent Learners Employing Strategies To Overcome and Navigate through Education

Revised August 1, 2018

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MISSION

To educate our students with complex learning challenges that by fostering a nurturing and positive environment that utilizes research-based practices. We empower students to realize their strengths and capabilities, by teaching self-advocacy skills and strategies for overcoming frustrations that will serve them well in their future endeavors

VISION

To educate students with complex learning challenges so they become confident, productive twenty-first-century learners.

PHILOSOPHY

MileStone Academy is a co-educational high school for students in 9th through 12th grades who have not flourished in other school environments due to the lack of interventions and resources. MileStone will provide its students a first-class education because we believe it is our responsibility to work with each student and their families to help them identify the student's strengths and weaknesses, to employ the proper interventions and to develop strategies and tools to enable our students to succeed. We utilize a curriculum that is research-based and aligned with the Pennsylvania Core Standards in a challenging, collaborative and supportive environment, thereby cultivating students who achieve success in their high school and post-high school careers. MileStone Academy develops a community of students who are **Motivated Intelligent Learners Employing Strategies To Overcome and Navigate through Education.**

CULTURE AND CLIMATE

The culture of the school is to ensure each student's safety, physically and emotionally. In an atmosphere of respect for differences and honoring those differences, we learn from one another about each other and ourselves. In this school, students are expected to rise to the expectations of behavior and responsibility befitting high school students.

The climate of the school is that we appreciate differences of opinion, and are willing to listen and respond respectfully. It is a place where students feel respected, welcome and comfortable. There are challenges and rewards inherent in thinking differently. It is crucial that a positive environment is maintained, to facilitate the optimum setting for diverse learners.

NON-DISCRIMINATION POLICY

The Board of Trustees requires equal educational opportunity for all students enrolled in the educational programs of the school, including but not limited to: course offerings, athletic programs, guidance and counseling, and tests and procedures, regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, marital status or handicap.

Similarly, students shall respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No student, therefore, shall have the right to abridge another student's rights.

GRADUATION REQUIREMENTS

In order to receive a diploma from MileStone Academy the student must complete the following:

- All coursework from the start of enrollment through senior year must be completed and passed. Any "Incomplete" grade must be retaken and receive a passing grade.
- Service learning
- Senior Project
- A total of 21-24 units of Course Credits (May include credits from prior school)

Credits to Graduate	Subject Area	Specific Requirements
4	English	Every student is required to complete an English class every year.
3	Math	
3	Science	
3	Social Studies	
2	Art or Humanities	
1	Health	
1	Physical Education*	Students must participate in Physical Education every year.
5	Other Subjects	Student selects 5 additional courses among those approved for credit toward graduation. This can include approved vocational education courses.



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PARTNERING WITH PARENTS & GUARDIANS

It is in the best interest of our students to have their parents/guardians involved and aware of school life. To that end, we offer liberal opportunities to communicate with faculty and administration. There are two scheduled conferences during the year. Any time a parent/guardian has a question or concern about their child's school life, they are welcome and encouraged to call the office to speak with an administrator or to set up a meeting other than the scheduled conference.

HOME AND SCHOOL COMMUNICATION

Purpose

To promote the partnership between school, parents and pupils through efficient and effective communication.

To make MileStone Academy a welcoming school.

To achieve outstanding parental engagement.

Principles

MileStone Academy believes that:

- Families are a crucial influence on the education and development of our pupils and effective partnerships between home and school have a positive impact on pupils' learning.
- It is important that parents have access to relevant information and that they receive our support, guidance and help in a timely and effective way.
- It is important that parents are consulted and given opportunities to provide feedback to the school.

MileStone Academy recognizes:

- The important role played by parents, other adults, siblings and peers in supporting learning.
- The importance of effective systems for facilitating communication to support the learning and wellbeing of our pupils.

Procedures

Communicating Information to Parents

- The school will use a variety of methods to communicate information to parents e.g. newsletters, website, email, text, letters, reports, telephone, pupil diary.
- Communication on issues that affect the safety or wellbeing of a pupil will be treated as priority.
- A calendar of important dates, including Back to School Night, Conferences, trips, closure days etc will be published on the school website and the yearly diary will be distributed to pupils at the start of the school year.
- Parents are encouraged to provide current mobile telephone numbers and email addresses in order to be able to receive text messages and emails.
- Parents are expected to attend annual parents' evenings and encouraged to support other events which directly concern their child.
- Pupils are entrusted to pass on information between school and home.

Responding to communications received from Parents

- The Administrative Team is committed to creating an environment of exemplary working relationships.
- In addition to the scheduled parents' evenings, parents can contact school to make an appointment to speak to individual staff should the need arise. It is usually not possible for staff to see parents without an appointment.
- All parents must report to reception on arrival at school to comply with safeguarding requirements.
- If an emergency arises parents should contact the office staff who will need to be given sufficient information to quickly alert the most appropriate person.
- The school will endeavor to resolve any issues that concern parents in a timely and effective way and will endeavor to acknowledge the communication should it not be possible to deal with the matter in the short term.
- The school will use a variety of methods to respond to communications received from parents – email, text, telephone, letter, and meeting.

Consultation

- The school will consult with parents and provide opportunities for feedback through questionnaires and meetings.

The school is concerned with the prevention of unreasonable or unjustifiable behavior. Our policies should enable staff and parents to raise concerns and allow these to be addressed while ensuring that everyone should be treated with dignity and respect.

Roles and Responsibilities

The Director of Education is responsible for

- Ensuring that the school has effective communications with its stakeholders.

Staff is responsible for

- Responding to communications in a timely fashion and acknowledging the contact should it not be possible to deal with the matter in the short term.
- Responding to communications within school hours (approximately 8am – 6pm) and not on weekends, school holidays or late evening or in the case of part-time staff on days off.
- Recording the details of a telephone conversations and meetings with parents on the Parent Communication Log in the student's file. When recording conversations staff must be mindful that they are writing for a range of audiences, therefore clarity and professionalism is expected.
- Ensuring emails are printed, paperwork and letters routed to relevant staff to ensure personal safeguarding, collective understanding and comprehensive pupil records.
- Ensuring that they use only the school e-mail system, the school telephone system and the school texting system to communicate with parents. No communications from personal e-mail addresses, personal telephones or personal mobile devices is acceptable.
- Distributing letters and communicating messages to pupils.
- Providing updates for the school website.

Parents are responsible for

- Ensuring that the school is informed of known absences of their child.



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- Checking with their child that communication via the pupil diary has been shown to the relevant staff.
- Working with their child to ensure that they receive all paper communications sent by the school via the pupil.
- Ensuring that all contact information for them held by the school is current.
- Leaving times of availability and telephone numbers for contact if they wish the school to respond by telephone.

PARENT GUARDIAN CONTACT & CUSTODY

MileStone Academy needs to be able to contact parents/guardians in order to update you on your child's progress as well as contact you in the case of an emergency. You will be asked to fill out a **PARENT/GUARDIAN CONTACT FORM** at the beginning of the year. Failure to keep the school informed as to your **current** address, phone number, and e-mail address (when applicable) may result in you missing important academic, disciplinary, and/or health information. This can result in the loss of rights to participate in important decisions being made about your child. Additionally, current medical information, including health insurance information, is necessary in case of medical emergencies. It is also important for MileStone Academy to understand custodial arrangements to determine who is eligible to pick your child up from school; therefore, a copy of any Court Order or agreement affecting the custodial rights of a parent must be filed with the school.

VISITOR POLICY

MileStone Academy welcomes and encourages visits to schools by parents and guardians. We recognize that some school visits are planned and structured while some are informal. Examples of informal visitations may include delivery of materials to students, visiting with school personnel, meeting students for early release, or dropping off students for late arrival. Planned school visits may include: teacher conferences, discipline meetings, or class observations.

All visitors must:

- Report to the school Office to register before proceeding to your destination in the building.
- Be escorted to your destination by a school employee.
- During your visit you will be expected to allow staff members to continue their daily duties unless you have scheduled a meeting in advance.
- To observe in your child's classroom, you may be asked to submit a written request at least two school days before you wish to visit. MileStone Academy reserves the right to deny any/all such requests.

SCHOOL HOURS

Arrival: 7:40-7:55am

If a student arrives after 8:00am, they will check in at the office; leave his/her phone and pick up his/her computer.

Dismissal: 3:15pm

ATTENDANCE POLICY**ATTENDANCE AND PROMPTNESS MATTER!**

Students are expected to be in school and on-time every day. MileStone Academy has a legal and moral obligation to ensure that all students attend school every day.

Until the age of 17, it is mandatory for all children in Pennsylvania to attend school under Pennsylvania's Compulsory School Attendance Law. Every parent or guardian of a school-age child is responsible for the child's attendance at school. Failure for a child to attend school has certain legal consequences for parents and, possibly, for the student.

ABSENCE NOTIFICATION

If your child is ill and unable to attend school, you must call the school no later than 8:00 AM. Please notify us if your child is ill with a communicable disease such as chicken pox, measles, etc.

Categories of Absences

"Excused" Absences: MileStone Academy may excuse the absences of students under certain circumstances with original documentation. Those circumstances are for emergency (non-routine) doctors' appointments, court subpoenas, illness or funerals only. (Routine medical and dental appointments are to be made outside of school hours.)

"Unexcused" Absences: Parents/guardians are to submit a written explanation of the reason(s) for an absence within three calendar days of the absence. If they provide a written excuse within three days of the absence, the absence is counted simply as excused.

CONSEQUENCES FOR UNEXCUSED ABSENCES AND LATENESS

May include, but not limited to the following:

- Phone Call Home
- Letter to Parent
- Detention
- Meeting with Parent and Student
- Expulsion from MileStone Academy

TEMPORARY EXTENDED EXCUSALS

Temporary excusals from attendance may be granted in exceptional cases, upon written evidence of a severe mental or physical condition or for other urgent reasons, provided by the parent to the Director of Education. The parent must show the evidence prior to the accumulation of absences.

"Urgent Reasons" only applies in truly exceptional circumstances and is within the discretion of the Director of Education to decide if a given situation applies.



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EARLY DISMISSAL

Requests by parents for early dismissal of students during school hours may be made in cases of emergency. Emergencies include crisis within the family that cannot be managed without the student's presence. Early dismissals for private instruction in such activities as music, dancing, gymnastics or dramatics are not granted, except under unusual circumstances. In addition, early dismissals for religious instruction are not granted, except on a very limited basis as set out in State regulations.

Routine medical and dental appointments are to be made outside of school hours. Ordinary household or personal matters involving children are also to be handled outside regular school hours. When students must have an early dismissal for medical/dental appointments, and the pupil is out of school for only part of the day, a follow-up note from the physician or dentist indicating that the appointment was kept is required.

All requests for early dismissals must be in writing, signed by a parent or guardian. The reason for the request and the time of dismissal must be noted and signed by a parent or guardian. Telephone requests will not be honored except in cases of emergency. Students must hand their early dismissal requests to the Office.

EMERGENCY SCHOOL CLOSING

MileStone Academy Administration have a responsibility to keep school in session except under the most extreme conditions. In case of extreme inclement weather, parents are requested to make the decision regarding attendance or late arrival for their children. Parents should consider transportation that the student uses to make the decision. Parents should contact their local school district about inclement weather policy for transportation if the student is bussed by their local school district.

A personal contact by the parent via phone or email to MileStone Academy will excuse a student's late arrival or absence during these conditions.

MileStone Academy will make weather-related school closure decisions, based on Abington School District's decision, by 6 AM.

School closing will be communicated via text blasts, on the Milestone Website homepage and KYW news.

If MileStone Academy needs to close for any reason during the day, we will notify parents in the most expedient manner.

TRANSPORTATION IN INCLEMENT WEATHER

Parents will need to know what is going on in the school district that provides transportation and Abington School District.

Mornings

If the sending School District is closed there will be no transportation. If MileStone is open parent needs to call the school to tell us why the student is absent. Absence because there is no transportation will be excused.

If the sending School District has a two-hour delay, student will be picked up 2 hours after they would have been picked up on a normal day. Parent should notify the school of the 2-hour delay. Student will not be charged with lateness.

If the sending School District is open and Abington School District is closed – MileStone Academy will be closed.

If the sending School District is open and operating with a normal schedule but Abington School District has a two-hour delay, MileStone Academy will have a two-hour delay. Students will be picked up 2 hours after they would have been picked up on a normal day.

If MileStone Academy is closed but sending School District and Abington School District are open students will not be picked up.

Early Dismissal

If sending School District is closing early students will be dismissed when their transportation arrives.

If Abington School District is closing early MileStone will close early, your child will be picked up early.

If MileStone Academy decides to close early we will notify all transportation departments, and your child will be dismissed when their transportation arrives

DRESS CODE

MileStone Academy believes that a dress code promotes a sense of school unity while instilling personal responsibility and self-respect.

All students are required to dress appropriately every day. Parents are responsible for ensuring that their children are dressed appropriately. The dress code is:

Tops

- Shirts can be long or short sleeved
- Sleeves must cover the shoulders and under the arm
- Shirts must be long enough to cover midriff when standing, sitting, and bending over

Bottoms

- Jumpers, skirts, skorts, shorts, and capris are allowed but must be no shorter than two inches above the knee
- Cargo pants/shorts are allowed
- When tights and leggings are worn, dresses and skirts still must be no shorter than two inches above the knee

Shoes

- Footwear must be appropriate for outdoor activities and P.E.

STUDENTS MAY NOT WEAR:

- Sweatpants, and exercise pants are not permitted
- Tights/leggings and jeggings (when not worn under a skirt or dress) are not permitted
- No low-riding bottoms or visible undergarments will be allowed
- Fish net and lace tights/leggings are not permitted
- Open toe shoes of any kind
- Shoes with wheels
- Flip-flops/ slides
- Slippers of any kind

Outerwear

- Winter coats, jackets, gloves, and hats are not subject to the restrictions, and should be worn outside the building



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Accessories

Body piercing will be limited to earrings only (no gauging) that do not draw undue attention or present a danger to the person wearing them. Other jewelry may not be excessive or distract from the learning environment. No chains may be worn other than around the neck or wrist.

Hair

Students may wear their hair in any way that does not distract from the learning environment. Extreme hairstyles will be addressed on an individual basis.

Other Attire

Students may choose other attire such as backpacks, purses, etc. that are not offensive and are appropriate to our learning environment. Hats may not be worn inside the building.

General Policy Considerations

Clothing must be neat and in good condition. Rips, tears and large stains are not permitted.

Dress Down Day

A “Dress Down Day” is a regular school day when various provisions of this Dress Code Policy will not be enforced and are announced by the administration.

CLOTHING THAT IS UNACCEPTABLE AT ALL TIMES

The following are examples of clothing that is *inappropriate* and will not be permitted:

- Clothing or lack of clothing that is disruptive, provocative, revealing, indecent, vulgar, or obscene;
- Revealing necklines, bare midriffs and excessively tight clothing;
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols;
- Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols;
- Tank tops, spaghetti strap tops, and sleeveless shirts;
- Undergarments worn as an outer garment or any see-through clothing that reveals an undergarment;
- Hats, visors, sunglasses, sweatbands, and bandannas (may be worn outside but must be removed when inside the school);
- Short shorts and short skirts. Skirt and short length should be no shorter than 2 inches above the knee;
- Pajamas (may only be worn on designated days approved by the Director);
- Tights, leggings, and jeggings (when not worn under a skirt or dress); and
- Any item of clothing or jewelry that creates a disruption of the school environment/learning activities, or that poses a threat to the safety and well-being of students or staff

Enforcement

When necessary, teachers will implement the following discipline policy:

- If a student is violating the Dress Code Policy, the student will be sent to the office.
- Parents will be called to bring proper clothing and the student will remain in the office until clothing

arrives.

- If parents are unable to do so in a timely manner, and it is a minor breach of the policy, the office may provide some interim clothing so that the student may return to class.

For subsequent violations, students will be subject to the progressive discipline policy, including the provisions regarding persistent violation of school rules and persistent disobedience, which may result in detention, or suspension.

CELL PHONE POLICY

MileStone Academy uses instructional technology as one way of supporting our mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with social and interactive technology trends, it is our hope that this policy will increase awareness while putting into practice social and professional etiquette relating to electronic devices. Additionally, the purpose of this policy is to prevent campus and class disruptions by use of cell phones and other personal electronic devices. Administration recognizes the importance of students having cell phones which provide the ability to communicate with parents and to summon help in an emergency. Students possessing cell phones on campus do so at their own risk, and the school assumes no responsibility if the phone or device is lost, stolen or damaged.

Cell phones are allowed on campus but must be silenced and turned in at the beginning of each class to a designated place at the front of each teacher's classroom. Phones may only be stored in the student's book bag if they are completely turned off throughout the day. ***A pass to the office or restroom does NOT grant permission to use a cell phone.***

Students may use cell phones:

- Before school (until 8 a.m.)
- With explicit permission from a teacher or administrator
- After school (3:15 p.m. on)

When explicit permission is given, cell phones must be used in a responsible manner. In particular, voice and text messages sent and received must be appropriate and pose no disruption or safety threat to the school campus.

Violating the established policy will result in the following:

- First offense- the phone is taken away and locked in the front office until the end of the day.
- Second offense- the phone is taken away and locked in the front office during the instructional day for a full month.
- Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

**Cell phones may not be exchanged by students or used to photograph or record students or staff without prior permission from school staff.*

FOOD POLICY

Eating/snacking will not be allowed in classes. Eating/snacking will be during designated times, including lunch and breaks during the day. Water bottles or bottled juices will be permitted in class, as long as its presence does not create any disruption.



ANTI-BULLYING STATEMENT

Use of Threatening Language or Behavior

In keeping with maintaining a positive and healthy learning environment, all forms of violence are not tolerated at MileStone Academy. If a student verbally threatens or attempts to hurt another student or oneself, that student will be immediately suspended, pending psychological evaluation regarding the safety of that student in this school. If a parent will not come to get their child when asked to by the School, due to dangerous behavior to oneself or another person, then the School will call Protective Services to have the student separated from the School, in consideration of the safety of all involved.

Anti-Bullying Policy: Prohibition of Harassment, Intimidation, and Bullying

MileStone Academy is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Intentional acts of harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by administrative, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Prohibition of Harassment, Intimidation, and Bullying Informal Complaint Process:

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator regarding the harassment, intimidation and bullying policy without identifying the complainant, parent, guardian.

Formal Complaint Process:

Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of outcome may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The School will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any School initiated investigatory activities. The designated compliance administrator (hereinafter referred to as the compliance administrator) may conclude that the School needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance administrator may draft the complaint based on the report of the complainant, for the complainant to review and sign.

ANTI-HAZING POLICY

Hazing involving students, student groups or any individuals at MileStone Academy (the "School") is strictly prohibited.

Definition

Hazing is defined by the State of Pennsylvania (Act 175) as "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding."

Responsibility for Compliance

All School students, faculty, staff and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that



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the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

Reporting of a Possible Violation

Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Director of Education or Principal. If the hazing has occurred in connection with a School club, organization or sport, then the incident shall also be reported to the person or coach responsible for the club, organization or sport.

Violations and Sanctions

The Director of Education shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the School organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of School organizations, penalties may include withdrawal of permission for the club or organization to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of the School. Imposition of discipline by the School does not preclude any criminal penalty which may be imposed for violation of criminal laws and the School will fully cooperate, and share information, with law enforcement as part of any investigation.

RESPONSIBLE USE AGREEMENT: TECHNOLOGY

Overview

MileStone Academy students will be issued Chrome books to be used during the school day. They will be checked in at the end of each day. The use of Google docs allows each student to access their school work remotely, when not in school.

MileStone Academy makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in MileStone Academy by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming MileStone Academy, its students, and its employees. MileStone Academy firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh the disadvantages. This Responsible Use Agreement is intended to minimize the likelihood of harm by educating MileStone Academy students and setting standards which will serve to protect MileStone Academy and its students.

Mandatory Review by Parent/Guardian and Student

To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines each school year. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of MileStone Academy's Student Responsible Use of Technology Agreement (hereinafter referred to as the Responsible Use Agreement) as part of the annual registration process, which includes signing the form at the beginning of each school year.

Definition of MileStone Academy Technology System

MileStone Academy's computer systems and networks are any configuration of hardware and software. The system includes, but is not limited, to the following: telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware and peripherals; software including operating system software and application software; digitized information including stored text, data files, email, digital images, and video/audio files; internally or externally accessed databases, applications, or tools (Internet or school server based); MileStone Academy provided Internet access including guest Wi-Fi; and new technologies as they become available.

Student Use Expectations

The school's information technology resources are provided for educational and instructional purposes only. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher, or administrator to help decide if a use is appropriate. You must do all of the following to keep your school technology privileges:

Respect and protect your own and the privacy of others by:

- Using only accounts assigned to you.
- Only viewing or using passwords, data, drives, or networks to which you are authorized.
- Never distributing private information about yourself or others.

Respect and protect the integrity, availability, and security of all electronic resources by:

- Observing all MSA Internet filters and network security practices.
- Reporting security risks or violations to a teacher or administrator.
- Not destroying or damaging data, equipment, networks, or other resources that do not belong to you, (not hacking, uploading, downloading or creating computer viruses, sending mass emails or spam, or causing a disruption to electronic services.)
- Sharing technology resources with other users that does not deliberately cause network congestion or consume excessive electronic storage.
- Immediately notifying a staff member or administrator of computer or network malfunctions.

Respect and protect the intellectual property of others by:

- Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
- Citing sources when using others' work (not plagiarizing).

Respect your community by:

- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or administrator.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, discriminatory, harassing, intimidating or bullying.)
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works.)
- Not using the resources to further other acts that are criminal or violate the school's standards for student behavior, such as cheating.
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- Participating positively in all digital learning environments and refraining from behaviors that negatively impact your peers or staff members.

Consequences for Violation



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Violations may result in the loss of your privileges to use the school's information technology resources. Violations may also result in disciplinary action, imposed in accordance with MileStone Academy's Disciplinary Code up to and including suspension or expulsion depending on the degree and severity of the violation. Violations could also result in criminal prosecution by government authorities.

Student Access to Computer/Network/Internet

Computer/Network/Internet access is provided to all students for educational and instructional purposes. Each MileStone computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). MileStone Academy makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Digital Learning Environments

Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other school provided digital tools. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for use of educational software tools and applications.

Supervision and Monitoring

The use of MileStone Academy owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with the school's policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. In other words, students must understand that computer files and electronic communications are not private and may be accessed by MileStone Academy for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. MileStone Academy reserves the right to determine which uses constitute acceptable use and to limit access to such uses.

Disclaimer of Liability

MileStone Academy makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the school's network are to be borne by the user. MileStone Academy also denies any responsibility for the accuracy or quality of the information obtained through user access. MileStone Academy denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of MileStone Academy, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for MileStone Academy to guarantee confidentiality of email sent and received over any computer network.

TECHNOLOGY AT MILESTONE ACADEMY

Each Student will receive a computer for use in the classroom for the school year. No student will be given a computer and have access to the internet until the parent has signed the **STUDENT RESPONSIBLE USE AGREEMENT** and the **STUDENT TECHNOLOGY EQUIPMENT LOAN AGREEMENT**.

VIDEO/ PHOTOGRAPHY PERMISSION

When you enroll your child in MileStone Academy, you are asked to sign a media release. From time to time, photographs or videos may be taken of your child for MileStone Academy public relations publications, professional development of staff, or other school related purposes. Additionally, your child's school related work may be displayed in a school building in conjunction with displays of another students' work.

These photographs, videos, and school related work (which are not considered student records) will be used / displayed in a manner designed to ensure that confidential information about your child's educational program will not be revealed.

If you object to the use of your child's photograph, the videotaping of your child for our marketing or professional development program, the posting of your child's name or image on our website or the display of your child's work in any manner, please contact the Director of Education.

TEXT BOOK POLICIES

All efforts are made to keep our books in reasonable condition. To keep our books ready for use, please note the following items:

Problems

Students need to report all problems with their books within 2 days of checking out the materials. After 2 weeks, the student will be responsible for any damage.

Check out and Return

Students will be issued books only for those classes in which they are enrolled. Students will sign for all books they are issued. Books must be returned at the end of a class or sooner if the class was dropped.

Book Covers

Textbooks must be covered with paper or fabric covers; sticky covers damage the books.

Damage

- Students are responsible for returning books in good usable condition.
- Proper care of textbooks, including covering them can prevent damage to the binding, pages and covers.
- **STUDENTS ARE NOT PERMITTED TO WRITE IN TEXTBOOKS**

Charges

- Charges for repair are assessed when books are abused, water damaged, when the binding is damaged, pages are torn out or when there is damage due to ink or highlighting.
- Books that are returned with stains, mildew or severe damage will be identified as total losses and the full price of the book will be charged.
- To ensure books are available to all students, late fines will be charged to students when text books or library books or other media are returned past due dates.
- Textbooks not returned within two weeks of the end of a semester will be considered lost; students will then be responsible to pay ensuing fines.
- Fines must be paid prior to attending school the following year or prior to receiving diploma for 12th grade students.



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- Fines may jeopardize student's eligibility to participate in activities.

Refunds:

A partial refund may be issued for books lost and paid for within a year providing the book is in good condition and can be used.

HEALTH RELATED INFORMATION

MileStone Academy maintains medical records on each student. Parents/guardians must inform the school promptly of any special health problems and should feel free to contact the Director of Education if they have questions or would like to schedule a confidential appointment. We must have the following PA State Mandated information on record or the student will be excluded from school: **Emergency Contact Form** and the student's **Immunization History**. If a student becomes ill during the school day, he/she will be given immediate attention. Parents/guardians will be notified if their child is too ill to return to class. Students should not personally call home if they feel ill but instead report to the Office.

MEDICATION

Written authorization from BOTH the parent or guardian AND the physician or licensed prescriber must complete **THE REQUEST TO ADMINISTER MEDICATION FORM** before ANY medication can be administered. It needs to be renewed annually or whenever the medication changes. All Forms will be kept on file in the office and all medications will be kept in a locked cabinet.

Prior to the administration of any medication, parents must send:

1. Written parent/guardian permission authorizing school personnel to administer medication.
2. Written order from a physician/ authorized prescriber indicating the necessity of medication (includes BOTH PRESCRIPTION AND OVER- THE-COUNTER MEDICATION).
3. The original labeled container of medication. Please send any over-the-counter medication in a new, UNOPENED, original container. For prescription medication, ask the pharmacist to provide a duplicate LABELED container, one for home and one for school.

Authorizations need to be renewed annually *OR* whenever the medication changes.

Herbal, holistic, homeopathic and/or natural products must be given at home, since the Food and Drug Administration (FDA) does not regulate these products in the same manner as prescription or over-the-counter medication. There is the potential for the products to interact with other substances, medications and foods.

- Controlled substances (i.e. Ritalin, Dexedrine, Cylert, Adderall, Concerta) must be counted and recorded as each supply arrives. Parents are asked to deliver a one-month supply at a time.
- *Such medication can be administered in school only if the prescription is written to be taken during school hours.*

Parents should PICK UP MEDICATIONS FROM SCHOOL AT THE END OF THE SCHOOL YEAR OR WHEN THE STUDENT IS NO LONGER TAKING THAT PARTICULAR MEDICATION.

CHILD ABUSE REPORTING POLICY

All MileStone Academy School employees are mandated by the Commonwealth of Pennsylvania to report suspected child abuse—they are required to make a report when they have reason to suspect that a student is being physically abused, emotionally abused, neglected, or sexually abused. When teachers suspect child abuse, they are required to report the abuse directly to the State Child Abuse Hotline (Childline). All school staff members are mandated to keep confidential any discussions regarding suspected child abuse; however, the school administration may share some information with staff members on a need-to-know basis for the benefit of the student, keeping in mind the student's right to confidentiality.

TEACHER QUALIFICATIONS

Parents have the right to know the qualifications of the teachers instructing their child. You have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subject he/she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline certification or degree.
- Whether paraprofessionals provide services to their child and, if so, their qualifications.

PUPIL PRIVACY RIGHTS**Confidentiality of Personally Identifiable Information**

MileStone Academy Schools protects the confidentiality of personally identifiable information. Parents can review their child's permanent record or other educational records upon request. See below policy regarding disclosure of personal information.

Parents' and Students' Privacy Rights to Student Information and Educational Records

MileStone Academy usually must get permission to release your child's records. However, there are times when MileStone Academy can release student records without student or parental permission. If you don't want your child's records released, you must let MileStone Academy know.

ENVIRONMENT

MileStone Academy is committed to maintaining a professional and healthy environment. Students are required to maintain a clean school environment by picking up after themselves at lunch, disposing of paper in hall/class, retrieving lost/unwanted personal items, and respecting all school property.



CODE OF CONDUCT

Our Philosophy

MileStone Academy believes that every student should be educated in a safe, respectful, and welcoming environment. Further, every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff. Before consequences are implemented, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. This research also shows that there is a strong link between a positive school climate and academic success for all students when students clearly understand behavioral expectations.

MileStone Academy's Student Behavioral Expectations provide additional guidance to students, parent / caregivers, teachers, and administrators regarding appropriate behavior. It is only with the understanding, collaboration, and cooperation of everyone who has a stake in the education of our youth that we can succeed in creating learning environments that are conducive to optimum academic achievement for all students.

Student Responsibilities

Students are expected to learn and model MileStone Academy's Student Behavioral Expectations, follow all school and classroom rules, and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

1. BE SAFE

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards.
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with myself and others.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

3. BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.

- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.



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Parent/Caregiver Responsibilities

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate:

1. Support MileStone Academy's Behavior Policy
2. Be familiar with and review the MileStone Academy Student Behavioral Expectations
3. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct and school rules with their children
4. Cooperate with the school as a collaborative partner to address student's needs if misconduct escalates
5. Send the student to school prepared for work--with books, pencil, homework, and appropriate dress
6. Ensure that the student attends school regularly and is on time
7. Provide a home environment that encourages respect for the school and the learning process; provide a healthy environment with adequate nutrition, and rest
8. Take corrective action when requested by the teacher or administrator

Teachers

Each teacher has a fundamental role in supporting a positive classroom and school. This includes utilizing effective classroom management strategies to create an environment conducive to learning and prevent misconduct. The teacher is responsible for:

1. Defining, teaching, reviewing and modeling MileStone Academy Student Behavioral Expectations
2. Acknowledging and reinforcing appropriate student behavior and school rules
3. Providing corrective feedback and re-teaching the behavioral skill when misconduct occurs
4. Working with families in partnership to reinforce appropriate behavior (meeting, mailing correspondence, utilizing parent center as appropriate, etc.)
5. Teaching evidence based social / emotional high school curriculum
6. Following the support plans for students who require one
7. Utilizing data in collaboration with administration and support personnel to monitor misconduct
8. Reporting the behavior to the school administrator or person responsible for discipline at the school-site for a student who engages in ongoing misconduct, despite appropriate interventions
9. Assuming responsibility for all students of the school, not just those in individual classrooms

Director Of Education

Each school administrator is a role model and a leader. School administrators, in collaboration with instructional staff and community support, will establish a caring school climate and safe environment by:

1. Ensuring fidelity of Student Behavioral Expectations

2. Annually reviewing the school's *Positive School Climate* efforts and school rules will be taught, enforced, advocated, communicated and modeled to students, parents/caregivers, staff and community
3. Ensuring that ongoing accurate data are inputted into the student data base for all students
4. Utilizing methods for recording, collecting and analyzing behavior/discipline information to monitor and evaluate data for ongoing decision making from the individual student through the school-wide student population
5. Providing necessary training and support for staff in maintaining an environment conducive to learning
6. Providing the implementation of the school-approved and evidence based social emotional curriculum
7. Implementing the consistent application of reasonable alternatives to suspension, expulsion and suspended expulsions
8. Collaborating and partnering with after-school programs and outside agencies when appropriate
9. Assembling an ongoing collaborative team at the school with appropriate staff to address behaviors for all students who engage in ongoing misconduct, despite appropriate interventions

School Goals

Creating a positive school culture, improving behavior, and developing appropriate student discipline practices are a top priority for MileStone Academy.

1. Ensuring alignment and ongoing training of all school offices, programs, policies and initiatives
2. Regularly identifying, developing, maintaining and coaching prevention and intervention activities
3. Analyzing data, monitoring, and evaluating school practices to address situations where practices need to be strengthened
4. Regularly overseeing schools' efforts to maintain relationships with outside community partners
5. Addressing student needs in selecting appropriate placement options

Consequences For Student Misconduct

School behavioral consequences strive to be reasonable, fair, age appropriate, and responsive to a students' individual school record (See Behavior Referral Form). Where appropriate, teachers will attempt their own interventions. Continued problematic behavior, however, will be referred to school administration. Disciplinary action may include:

- Conference with student
- Loss of privileges
- Social probation
- Time in office
- Reflective lunch
- Parent contact
- Guidance referral
- Detention
- Suspension (in school or out of school)
- Expulsion



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These consequences will be prescribed at the sole discretion of school administration based on the frequency and/or severity of the behavior. Problem behaviors may include:

Abusive Language	Swearing or use of inappropriate words
Bullying/Harassment	Threats, intimidation, gestures, verbal attacks & name calling
Disrespect/Defiance	Refusal to follow directions and/or socially rude interactions
Disruption	Yelling, noise with materials, or horseplay
Fighting	Hitting, punching, hitting with an object, kicking, scratching
Theft	Taking someone's property without permission
Vandalism/Property Damage	Destruction of property
Weapons	Knives, guns (real or look alike), or objects intending to cause bodily harm
Drugs & Alcohol	Illegal use of controlled substance on campus
Abuse of Technology	*See Appropriate Use Policy
Cell Phone Violation	*See Appropriate Use Policy
Other	Any behavior not mentioned unbecoming of a MileStone Academy Student
Cutting Class	Deliberately not attending class