



MCS Parent Handbook

45 Bruce Street
Milton, ON L9T 2L5 Tel: (905) 878-0550
Website: www.miltonchristianschool.com

Principal: Rev. Mike Van Slingerland
Director of Learning: Mrs. Edith van der Boom
General Secretary: Mrs. Onyi Oyedele
Business Manager: Mrs. Joline Hanna

Our Mission

MCS is a safe, Christ centered learning environment that nurtures each child through development of their God given gifts, talents, and abilities on a foundation that is built upon the Lord in home, church, and school.

Our Vision

The Vision of Milton Christian School is to build a school that is a centre of Academic Excellence and Godly Instruction in the Town of Milton, and to be a Blessing to our community!

Milton Christian School - School Hours/Schedule

Before School Program: 7:30-8:05am

Entry: 8:20am

School Begins/Morning Devotions: 8:30am

Learning Block 1: 8:45am

Learning Block 2: 9:15am

1st Nutritional Break: 10:00am

1st Recess: 10:15am

Learning Block 3: 10:45am

Learning Block 4: 11:30am

Learning Block 5: 12:15pm

2nd Nutritional Break: 1:00pm

2nd Recess: 1:15pm

Learning Block 6: 1:45pm

Learning Block 7: 2:30pm

Pack up/Agenda/Afternoon Prayer:

3:15pm Dismissal: 3:30pm

TABLE OF CONTENTS

A. INTRODUCTION

B. STAFF AND THE BOARD OF DIRECTORS

C. MCS – A COMMUNITY OF FAITH

D. CALENDAR OF EVENTS

E. GENERAL INFORMATION AND ROUTINES

- Student Arrival and Departure
- Student Attendance
- Dress Code
- Homework
- Birthday Parties
- Electronic Devices/Personal Items
- Extra Fees
- Lost & Found
- Nutrition Breaks
- Hot Lunch Program
- Before and After School Program
- Playground/Recess Activities
- Inclement Weather Safety Procedures
- School Cancellation
- Family Holidays
- Visitors and Student Pick-up
- Chapel Services
- Sports
- Student Early Release
- Student Trips
- Volunteers
- Milton Christian Education Association Membership

F. STUDENT HEALTH AND WELFARE

- Accident Policy and Procedure
- Anaphylactic Shock and Epipens
- Criminal Reference Checks
- Head Lice Procedures
- Health Promotion
- Medication
- Personal Information and Privacy

G. DISCIPLINE

- MCS Discipline
- Code of Conduct
- Bullying Awareness and Prevention
- Dispute Reconciliation

H. CURRICULUM

- Student Placement
- Class Projects
- Class Size Guidelines
- Standardized Testing
- Co-Curricular Activities
- Computer Use
- Retention & Acceleration

I. ADMISSIONS AND TUITION

- Student Admission
- Student Placement
- Tuition Policy and Schedules
- Waiting List
- International Students

A. INTRODUCTION

Dear families, friends, and students of Milton Christian School

Welcome to a new year at MCS.

The purpose of this handbook is to give you a clear understanding and overview of the routines and policies of MCS so that all of us know what is expected in order to help our children learn. It contains information regarding important educational issues such as daily routines and programs, student health and welfare, discipline, parent-teacher communication, curriculum, extra-curricular programs, working together as a community, admissions, and tuition.

At MCS, we strive to nurture the students spiritually, academically, socially, emotionally and physically. Our task as educators is to enable the students to discover and use their God-given talents as best they can, to His glory and to the benefit of the entire community. The staff of MCS is committed to doing this to the best of their ability, and we count on your commitment and support as well. Our theme verse for this year is found in Colossians 2:8, 17.

See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the elemental spiritual forces of this world rather than on Christ. These are a shadow of the things that were to come; the reality, however, is found in Christ.

Throughout this 2017/18 school year, we will be reminding students that truth, knowledge and wisdom come from the living and almighty God.

We look forward to a wonderful year working together in supporting your children.

In His Service,

Mike Van Slingerland
Principal

B. MCS STAFF AND LEADERSHIP

MCS STAFF ~ 2017/2018

The staff at MCS is a group of qualified and dedicated Christian teachers and support staff who are deeply committed to the children entrusted in their care.

Principal	– Rev. Mike Van Slingerland
Director of Learning	- Mrs. Edith van der Boom
General Secretary	- Mrs. Onyi Oyedele
Business Manager	- Mrs. Joline Hanna
Bookkeeper	- Mrs. Heather Bartlett
Maintenance	- Mr. Oreleo DeCanha
Educational Assistant	- Ms. Sarah Brodhagen
Educational Assistant	- Mrs. Charmaine Coke
Educational Assistant	- Mrs. Anabela Cristiano
Educational Assistant	- Ms. Catherine Magat
Pre/Junior Kindergarten	– Ms. Deanna Killam
Senior Kindergarten	– Mrs. Anita Petrucci
Grade 1	– Mrs. Amanda Bouwers
Grade 2, 3	– Mrs. Cathy Alava
Grade 3, 4	– Mrs. Christine Klein-Geltink
Grade 5	– Mrs. Heather Gillham
Grade 6/French	– Ms. Naomi Zagala
Grade 7	- Mr. Eric Miedema
Grade 8	- Mr. Howie Martin
Grade 5-8 Bible	– Rev. Jim Danielson
Music	– Ms. Megan Alkema

2017/2018 MCEA Board of Directors

Mrs. Elizabeth Oates – Chair
Mr. Tom Cahill – Vice Chair
Mr. Jeff Bergsma
Mr. Ramesh Jayakrishnan
Mr. Daniel Felix - Treasurer

C. MCS - A COMMUNITY OF FAITH

MCS is a community of faith where the foundations of academic excellence and Godly instruction are implemented. It is a place where students and teachers speak freely about God and His greatness.

In science, for example, students do not study a world that came into being on its own. Instead, they learn that **God created the world and everything in it**, that He upholds the world through His providence, and that Christians have a responsibility to care for the world as stewards of creation.

In social studies, students are not taught that great leaders or social movements are solely responsible for the course of human history. Instead, they learn that God shapes history as a way of carrying out His plan for the world.

In language arts, students are not taught merely how to write effectively and spell correctly. Instead, they learn that language is a gift from God that can be used in a way to glorify him and benefit others.

In physical education and health, they learn that their bodies are temples of the Holy Spirit, and that God expects his people to serve him with their bodies. God's words are spoken in the classrooms of a Christian school.

His voice is also heard on the playground, in the hallways, in the office, in the boardroom, and in the community to which the school witnesses. In even the smallest aspect of the Christian school, it is obvious that it is an institution that nurtures students in their faith, equipping them to eventually pass along God's truth to succeeding generations.

~ *"Focusing the Vision", CSI (Christian Schools International)*

Milton Christian School is operated by the Milton Christian Education Association, as an independent, not-for-profit, Christian elementary school. The Milton Christian Education Association is a registered charity with the Canada Customs and Revenue Agency.

Milton Christian School is a member of the Ontario Alliance of Christian Schools (OACS), a service organization representing approximately 80 schools. The OACS is a member of Christian Schools International (CSI) which is an international organization serving approximately 500 Christian schools in Canada and the United States.

Milton Christian School - Calendar of Events 2017-2018

AUGUST

Thursday 31 Open House – Meet Your Teacher 6:30pm-8:30pm

SEPTEMBER

Monday 4 **Labour Day – (No School)**
 Tuesday 5 First full day of school – Opening Assembly - 8:30-9:30AM
 Friday 15 MCS Social Event – 7:00-9:00PM
 Friday 29 **Professional Development Day – (No School)**

OCTOBER

Monday 9 **Thanksgiving Day – (No School)**
 Friday 27 MCS Annual Cake Auction – 6:30PM
 Thurs, Fri 26-27 **Professional Development Days – (No School)**

NOVEMBER

TBA MCEA Fall Membership Meeting
 Thursday 16 Parent Teacher Interviews 3:40-7:40PM
 Friday 17 Parent Teacher Interviews 8:00AM-12:00PM **(No School)**

DECEMBER

Wednesday 20 Christmas Concert
 Christmas Holiday's **(School Closed – Dec 25th to Jan 5th, 2018)**

JANUARY

Monday 8 School resumes
 Friday 19 **Professional Activity Day (No School)**
 Thursday 25 1st Term Report Cards

FEBRUARY

Thursday 1 Student Led Conferences 3:40-7:40PM
 Friday 2 Student Led Conferences 8:00AM-12:00PM **(No School)**
 Friday 9 MCS Social Event
 Monday 19 **Family Day – (No School)**

MARCH

Monday 5-16 **March Break – (No School)**
 Monday 19 School Resumes
 Friday 30 **Good Friday – (No School)**

APRIL

Monday 2 **Easter Monday – (No School)**
 Friday 6 **Professional Development Day – (No School)**
 Friday 27 Grandparents Day

MAY

TBA MCEA Spring Membership Meeting
 Friday 18 **School Wide Holiday – (No School)**
 Monday 21 **Victoria Day Holiday – (No School)**

JUNE

Friday 1 MCS Walkathon
 Friday 15 **Professional Activity Day (No School)**
 Thursday 21 Graduation Program/Final Report Cards
 Friday 22 Final Day of School

SUMMARY

School runs from Tuesday, Sept. 5 to Friday, June 22. We have 1030 hours of school instruction scheduled for the year (recess and lunch excluded). Ministry guidelines require only 950 hours. This gives our students 80 extra hours (over 2 extra weeks) of instruction and extra curricular activities during the school year. The year also provides 5 Professional Development and 3 Professional Activity Days for the School Faculty.

Special events will be added as dates become available.

E. GENERAL INFORMATION AND ROUTINES

STUDENT ARRIVAL & DEPARTURE

The safety, security and wellbeing of every Milton Christian School student is paramount. In the interest of such safety and security, and in order to create and maintain an orderly procedure so that all students and teachers can thrive, Milton Christian School implements the following student drop-off, pick-up, and school visitor procedures.

Prompt arrival by all students is necessary to ensure a good start to the school day. Students who are not in their classroom by 8:30am are to obtain a late slip from the main office. This is for the purpose of communications and reporting.

Students should be dropped off each morning, between **8:05am** and **8:20am**. As a rule, unless registered for other school programs, sports team practices, or with teacher's permission; students should not arrive at school earlier 8:05am because no supervision will be available before this time. The first morning school bell will ring at 8:20am, allowing students a 10 minute time period to get settled and prepared for their day. School begins at 8:30am each day, and students should be in class and prepared for the day by this time.

Families with students in grade 5—8 are to drop-off/pick-up, and/or park on Pine Street, and have children walk to and from the designated waiting area in front of the school. Pine Street is located just south of the school building. If families have a student in grades 5-8 as well as a student in younger grades, we ask that you still park on Pine Street, and have your students walk over to the designated waiting area at the front of the school. Staff will be present to supervise, and parents who park on Pine Street are also welcome to escort their children to/from the designated waiting areas. Families with students in grades 4 and under are to follow the Drop-Off/Pick-Up laneways to the designated drop-off spot indicated by a MCS staff member.

Orange safety cones will indicate these areas. Once in the designated drop-off/pick-up area, teachers will assist students to exit/enter vehicles. Parents should not need to exit their vehicles.

Parents dropping-off/picking-up students using the school parking lot, should only enter from Pearl Street driving Eastbound. It is advised that vehicles approach the school Southbound on Court Street, then

Eastbound on Pearl Street, turning right into the School parking lot roundabout. To avoid significant traffic disruptions, do not enter the school parking lot heading westbound on Pearl Street.

Students should gather outside, with all necessary belongings, in their designated class area, and await the morning bell at 8:20am. The designated gathering area will be marked by orange cones and students are to line up according to class designations (IE. Kindergarten, Grades 1-2, 3-4, 5-6, etc).

Teachers will assist, and supervise during the morning arrival procedure along with senior student peers. At 8:20am, the homeroom teachers will escort their classes from the outside gathering area to their classrooms. All students, whether they arrive by vehicle or on foot, are expected to enter the school building through the assigned door. Students will be directed to come in early on rainy days or in extremely cold weather. Outdoor shoes and boots should be removed upon entry into the school.

It is expected that all students leave school property at the end of the school day unless they are participating in a school activity supervised by a staff member. Any students, including brothers and sisters, who are not part of such an activity should leave by 3:45pm. All students who remain at school at 3:45pm, and are not participating in a scheduled event will be sent to after school supervision.

Students will gather in the designated area at the end of each school day and await pick up. The designated gathering area will be marked by orange cones and students are to line up according to class designations (IE. Grade Pre-K-SK, 1-2, 3-4, 5-6, etc). Parents and/or designate should pick up students between 3:30 and 3:45pm, using the same systems delineated for drop off.

All doors, other than the main entrance doors, will be locked during the school day. All parents, visitors and guests must report to the school office upon entering the building, and get a visitor pass. No visitor (including parents) should be in any part of the school other than the office without a visitor pass. It is important for the safety of the students that all visitors have permission to be in the building. It is our policy that students will not leave the property during the day without parental/teacher consent be it verbal, or in writing. If parents and/or designates, pick-up students during the day for any reason, they will report to the office and office staff will call for the student to come and meet their parent/designate. If parents and/or designates, drop-off students during the day for any reason, they will report to the office and office staff will escort the student to their class.

Students must have written or oral parent permission to leave school property with someone else, and must be accompanied by an adult if they leave school property.

For safety reasons we recommend that children in Grades K - 4 not ride their bikes to school unless supervised by an adult. Students travelling by bike must obey the rules of traffic and wear a helmet. As soon as you are on school property, dismount and **walk** your bike to the bicycle rack at the back of the school. Be sure to lock up your bike. Skateboards and roller blades are not to be used on school property.

STUDENT ATTENDANCE

Ontario Provincial Law requires regular attendance. If a child needs to be absent, parents must notify the school by telephone or note, preferably before school starts. If the school does not receive notification from the parents, a telephone call will be made home. This accounting for each child is a safety check as well. All students arriving late are required to get a late slip from the school office before entering class. **Punctuality is very important.** Arriving late on a regular basis is disruptive to the class. Please arrive on time. Parents will receive a letter from the principal after a child is late 5 times in one term. After the 10th late in one term, the principal will request a meeting with the parents and the student. Students arriving late significantly disrupt the teaching process and classroom routines. We ask parents to please support the staff by keeping late arrivals to a minimum. Late arrivals should only be due to appointments or emergencies.

Extended absence due to vacation, work, etc., is to be strongly discouraged because it may impact negatively on the student's academic progress and cause possible disruption of the class. If parents, for whatever reason, decide that it is necessary to do this, they take upon themselves the responsibility to see to it that their children have adequate school work with them so that they will not fall too far behind.

MCS DRESS CODE

MCS Dress Code items are available at InSchoolWear

www.inschoolwear.com

**482 South Service Road East
Oakville, ON 905-338-3030 orderdesk@inschoolwear.com**

Who we are

Inschoolwear is a Canadian manufacturer and retailer of high quality school uniforms, with its roots firmly planted in British tradition and design.

Their commitment to quality is evident in every aspect of the business; from their friendly, knowledgeable staff to their stringent quality control standards.

Retail locations, on-line ordering, fax, phone and visits to your school make ordering uniforms as simple and stress-free as possible.

Students will be permitted to have free dress on occasion. Parents are responsible for the dress of their child(ren). However, in keeping with the vision and mission of our school, please use the following guidelines:

Uniform Order forms and item lists can be found at:

<http://www.miltonchristianschool.com/forms.cfm>

- No negative or inappropriate or suggestive slogans / advertising on clothing is allowed.
- No clothing with rips, tears or deliberate markings is allowed.
- No halter tops, tank tops, or muscle shirts for students in grades 4-8. No beach or gym wear.
- Shirts / blouses must have sleeves that cover the shoulder and comes down the arm and covers the armpit.
- No exposure of the midriff or underclothing is allowed.
- Skirts must come down at least to 2 inches above the top of the kneecap.
- Shorts and skirts are to be half the length to the knees when standing up.
- All clothing needs to be hemmed.
- Hats or caps may not be worn in the school building at any time.
- No leggings, spandex or yoga pants.

On Wednesday mornings students are to wear **“Full-Dress”**. Full dress for boys consists of the following: oxford style dress shirt, tie, pants and cardigan or vest. Full dress for girls consists of a tunic or kilt, dress shirt, and optional tie/cardigan. Full dress is also to be worn during events such as picture day, graduation, etc.

Students are to be wearing dark, non-marking dress style shoes for indoor wear. Outdoor shoes and gym shoes can be worn for recess and physical education. With the exception of Pre-Kindergarten, students should not be wearing clothing in school/classes that are not approved uniform/dress code items. This includes but is not limited to sweaters, shorts, etc.

Clothing can reflect creativity and individuality, but should also be consistent with Scripture which reminds us that we are to honor God with our bodies. In addition, grooming, dress, and appearance are positive indicators of the serious purposes of attending school. We expect our senior students to set a tone of modesty and to be neat and clean in person, dress, and habits as they reflect the vision of our school.

Note: Inappropriate dress will lead to removal from class with the instruction to change. If this is not possible, students will be sent home to change. Administrative flexibility will be retained in all student dress code decisions.

In order to help keep the school clean, we ask that all students replace their “outside shoes” for **indoor non-marking black dress shoes** (no sandals or flip flops as indoor shoes). The indoor shoes are worn inside the classroom. To prevent loss of items, please mark your child’s name clearly on all his/her personal belongings.

For Physical Education class, students are expected to wear MCS gym uniform clothing and non-marking running shoes only.

* Please Note: Gum chewing is not permitted in the school building or on school property.

HOMEWORK / HOMESTUDY

Home study plays a vital role in the attainment of good progress. It is necessary to learn how to work and study effectively. Each student must learn to work by him/herself. With effective home study he/she can learn how to solve problems independently, to drill, to review, to summarize and to produce independent reading and research. Our staff assigns homework when the need exists. It is not our intention to let it become excessive or to become just busy work. It is given for a specific purpose.

The amount varies from child to child based on need and the amount not completed during class time.

The following are guidelines for homework. There will be times when your child's homework load will exceed these guidelines because of projects and tests that need completion and study.

The following is an average amount of suggested minutes per day of home study.

- JK/SK: Reading, Letter recognition and math practice (5-10 min)
- 1: Reading and math practice (10-30 min)
- 2: Reading, math, memory work & spelling words (15-35 min)
- 3: Reading, math, spelling, memory work, unfinished class work and project work (20-40 min)
- 4-8: Spelling, assigned homework, project work and test preparation
- Gr. 4: 30 – 45 min
- Gr. 5,6: 45 – 60 min
- Gr. 7,8: 60 – 90 min
- If a student is away for several days in a row, they should acquire the work missed from the teacher and catch up at home.

Some Good Rules for Home Study

- Home study is a habit that can be learned through regular practice each night.
- If no homework is assigned, this is your opportunity to review.
- Have a time and place to study.
- Create a study schedule.
- Take short breaks between periods of study. Few young people or adults can effectively concentrate for long periods of time without a short break.
- Do your most difficult subject first.
- Form the habit of asking for help whenever you do not understand some part of your work.
- Oral drill is excellent for most subjects. Ask someone at home to hear your work whenever possible.
- Don't be satisfied with just getting by. Get the satisfaction that comes from doing your work thoroughly and well.

BIRTHDAY PARTIES/INVITATIONS

Birthday invitations should not be distributed to classmates and friends at school. Although inconvenient for parents, it does decrease the hurt felt by those who are not invited to the party. As a guideline, it is recommended that if invitations are to come to school, then all individual classmates should be invited to a birthday party. Email and home addresses are available by class in the MCS family directory.

Special food items should not come to school on student birthdays.

MCS has several students with serious allergies and outside food can not be thoroughly monitored.

ELECTRONIC DEVICES / PERSONAL ITEMS POLICY

Technology continues to reshape our society. Over the last few years cell phones, MP3 players and iPods have made their way into our school community and particularly into our classrooms. With the increasing use of multifunctional electronic devices also comes the possibility of their misuse. From phone ringing in classrooms to text messaging among students, many distractions can be anticipated.

In an effort to limit the use of electronic devices, the following guidelines will be followed:

1. No electronic devices may be used, seen or heard on the school grounds. There are three possible exemptions:

A. The classroom teacher has written permission from the Principal to permit these or similar devices on the basis that their use will improve the learning culture in the classroom.

B. The student has had a formal professional assessment that recommends the use of an electronic device during a classroom session as a specific strategy to improve the quality of the learning for this particular student.

C. One of these devices or a similar device is used to privately listen to instructional media approved by the teacher.

2. When a violation occurs, the device will be confiscated by staff and submitted to the main office. It will be placed in a sealed envelope clearly labeled as to ownership, date of the occurrence, and the staff member's name.

The school office will notify parents that the device has been confiscated. The device will be returned to the student when 3 calendar days have elapsed.

3. Exceptions to the above can be arranged in advance by special request to the administration.

- *Such as but not limited to: laptop computers, cameras, cell phones, MP3 players, iPods, iTouch, Game Boys, Nintendo DS etc.*

In order to prevent potential problems, disappointments and/or hurts, we ask that your child refrain from bringing their expensive personal items to school (such as games, CD / DVD players, iPods, cell phones, hand-held electronic games and sports equipment).

EXTRA FEES

MCS may charge additional fees for certain products, services or field trips. For example: The annual graduation trip.

LOST AND FOUND

Milton Christian School does have a designated Lost and Found Box located near the main office. Any item left in an undesignated locker or area will be placed in the Lost and Found by MCS staff.

NUTRITION BREAKS

MCS is committed to taking care of God's creation. In an effort to reduce the amount of garbage our school collects daily, we ask that you provide **nut-free**, garbage-free lunches/snacks for your child(ren) and use reusable containers for storage as much as possible. Students are allowed to have a personal, labeled water bottle at school each day.

HOT LUNCH PROGRAM

Milton Christian School offers a daily Hot Lunch program at a reasonable daily cost, through the services of www.thelunchlady.ca. Monthly lunch plans are designed and distributed which allows for parents to select and submit the lunches desired for their students.

BEFORE/AFTER SCHOOL PROGRAM (Supervision)

Milton Christian School offers a before and after school program at a reasonable cost. All students arriving before 8:05 a.m. must go to before school supervision. At 3:45 p.m. all students remaining at school must go to after school supervision unless they are part of a supervised activity. Students in school supervision before and/or after school are to remain in the supervision room unless they have permission from the supervisor to go elsewhere. School rules and regulations apply to all students while they are in supervision. Morning supervision occurs from 7:30am to 8:05am, and After School supervision occurs from 3:45pm to 6:00pm. Parents will be invoiced monthly for the use of after school supervision.

Parents/care givers must always sign students out of the after school program. This is for safety protocol reasons. The Before/After School program rates/fess are published in February before the next school year. There will be a \$1 per minute/per student late charge assessed to families who pick up their children after 6:00pm.

The before and after-school program can be accessed through both a full use registration rate, or a drop in rate. To utilize the registered rates, families must register for before and/or after school use. The drop in rates are applied to families using before and/or after school services occasionally. Families can switch from a drop in use to registered use for the next following calendar month. Registered users are required to submit post-dated cheques, or PreAuthorized Withdrawal forms for 10 months made payable on Sept 1st through to the following June 1st, 2017. Please submit payment option with a completed registration form no later than September 1st of the applicable school year.

Before School Program — 7:30-8:05am

Registered Rate \$65/month/student for every school day/10 months September through to June. Drop in Rate \$10/day/student.

Registered Rate \$40/month/student for 3 days a week (M,W,F)/10 months September through to June. Drop in Rate \$10/day/student.

After School Program — 3:45-6:00PM

Registered Rate (15 minutes or less every school day) \$40/month/student for 10 months September through to June.

Registered Rate (3 days a week—M,W,F—3:45pm to 5pm) \$85/month/student for 10 months September through June. If student is picked up after 5:00pm there is a \$10 per day/per student fee.

Registered Rate (3 days a week—M,W,F—3:45pm to 6pm) \$105/month/student for 10 months September through June.

Registered Rate (3:45pm to 5:00pm every school day) \$135/month/student for 10 months September through to June. If student is picked up after 5:00pm there is a \$10 per day/per student fee.

Registered Rate (3:45pm to 6:00pm every school day) \$175/month/student for 10 months September through to June. Drop in Rate—\$20 a day/student.

Home Work Club

Home work club runs from 3:45pm-5:00pm per day, and is \$10 a day/student. Students must be registered monthly for a selection of homework club days. If students are required to attend afterschool following homework club it is an additional \$10 fee.

PLAYGROUND/RECESS ACTIVITY

We believe that fresh air and exercise are very important to help a child be ready to learn. All students are expected to go outside during recess. Please ensure that your child is dressed appropriately for the weather conditions. If a student is too ill to go outside, they should remain at home to fully recover.

Students are only permitted to play non-contact games at school. Non-contact hockey is allowed during the winter term, but students must use their own equipment. Snow throwing is prohibited at all times, but students may engage in constructive snow playing such as fort / snowman building. Students are not allowed to use their rollerblades, Heelys, or skateboards, on the playground. If a student gets hurt while playing on the playground, and is not able to function throughout the remainder of the school day, parents will be notified.

INCLEMENT WEATHER SAFETY PROCEDURES

The range and types of inclement weather situations do not supersede the duty and power of the Principal or designate to make local decisions

about the safety of students and staff regarding various inclement weather conditions.

1. EXTREME COLD: TEMPERATURE WITH OR WITHOUT WINDCHILL

a) warmer than -15°C : students may remain outside for all regular outside activities

b) between -15° and -20°C : students may remain outside for no longer than 20 minute intervals

c) colder than -20°C : students must remain inside

***Warnings and advisories issued by Halton Health Department at -20°C .*

2. EXTREME HEAT: TEMPERATURE WITH OR WITHOUT HUMIDEX

a) cooler than 35°C : students may remain outside for all regular outside activities

b) between 35° and 40°C : students may remain outside for no longer than 20 minute intervals

c) hotter than 40°C : students must remain inside

***Warnings and advisories issued by Halton Health Department at $+35^{\circ}$.*

3. UV INDEX:

Parents are encouraged to take precautions with their children, i.e. protective clothing, eyewear, sunscreen, etc. when the UV Index is greater than 8.

4. SMOG ADVISORY/AIR QUALITY:

Smog Advisory alerts issued by the Ministry of Energy and Environment (Air Quality Index higher than 50) – students remain outside no longer than 20 minute intervals at a time. Consideration should be made for asthmatic students and staff, etc.

5. THUNDERSTORM WATCH/WARNING/LIGHTNING STRIKES:

When warnings are issued by Environment Canada, the principal or designate must take the necessary precaution to protect staff and students. This may mean the cancellation of recess periods and/or delays in dismissals. The variable nature of these local weather conditions requires principals to use their discretion in protecting students and assigning supervisory staff when needed.

6. TORNADO WARNING:

All staff and students will be evacuated to the inner hallways away from all exterior windows. Staff will close all windows and doors. Students and staff will remain seated in the hallways, until warning has passed.

Step #1 – Issue Tornado Command

- Issue pre-arranged signal to indicate tornado warning. Verbal warnings will be given by principal if there is advance notice.
- Students in class should get down low, move away from where windows are located, crouch underneath tables and desks, and remain silent
- Students and teachers should avoid large open spaces with high ceilings in the building (gym, sanctuary)
- Anyone caught outside should not attempt to run to the building unless he or she is absolutely sure to arrive before the tornado strikes. Instead, the person should take shelter by assuming the protective position on the ground. If a ditch, creek or other depression is close, the person should take shelter in it.
- Staff should take attendance and turn off lights
- Everyone stays in position until instructed by school official to move

If a Tornado Should Hit

- If a tornado or other storm should hit the building, persons should remain in the sheltered area until it passes. The area should then be carefully inspected for downed electrical lines and other hazards. Before leaving, the area should be checked for injured persons.
- If possible, one staff member should remain with the injured while others direct the remainder to pre-designated assembly areas (furthest back corner of parking lot).
- Once in that area, the principal should assign one staff member to insure that emergency help is summoned.

Next, the principal should have a list compiled of the students who are present, those known to be injured and left in the building and those who cannot be located.

7. PRECIPITATION (rain, snow, freezing rain, etc.)

Milton Christian School will close at the discretion of the Principal and related to local safety issues. MCS will only close school in the rare

instances when the Halton District School Board **closes its schools** due to inclement weather or other emergencies (ex. power outages). This information will be available to parents on the MCS website.

On snowy days when public school buses are cancelled, MCS will still open. However, it is up to the discretion of parents/guardians as to whether the roads are safe for travel for their family.

Since many students (and possibly one or two of the staff members) may be unable to get to school, parents must be aware that these may become **child care days** in which there are no regular classes or lessons.

Please call or email the school if you have any questions about snow days.

SCHOOL CANCELLATION

The Principal reserves the right to cancel school on days during questionable weather circumstances and if it is deemed safer for the children to remain home.

If the school must close for a day due to inclement weather or other emergencies, information will be made available on the school website www.miltonchristianschool.com

Students and parents should assume that classes will be held unless an announcement is made.

Please see Inclement Weather Safety Procedures for further information.

FAMILY HOLIDAYS DURING THE SCHOOL YEAR

With the busy work schedules that families face, there are times when family trips are planned outside of scheduled school holidays. Though not encouraged, MCS does understand why it occurs. Parents, not the staff, are responsible for work missed during the vacation. Teachers may provide suggestions of work students can do while away, but are not required to provide detailed lesson plans, nor work beyond a general list of topics covered. Teachers are not expected to ensure that students get caught up when they return, but will work with the parent and child to get back on track. There is also no reduction in tuition if students are away from school.

SCHOOL VISITORS & STUDENT PICK-UP/DROP-OFF

All doors, other than the front entrance doors, will be locked during the school day. All parents, visitors and guests must report to the school office upon entering the building, or arriving on school property, and get a visitor pass.

No visitor (including parents) should be in any part, or on any of the school property other than the office without a visitor pass. It is important for the safety of the students that all visitors have permission to be in the building. It is our policy that students will not leave the property during the day without parental/teacher consent be it verbal or in writing. If parents and/or designates, pick-up students during the day for any reason, they will report to the office and office staff will call for the student to come and meet their parent. If parents and/or designates, drop-off students during the day for any reason, they will report to the office and office staff will escort the student to their class.

Students must have written or oral parent permission to leave school property with someone else, and must be accompanied by an adult if they leave school property.

CHAPEL SERVICES

Our morning chapel services are a vital part of our weekly schedule. Chapel occurs weekly on Wednesday mornings from 8:45 to 9:30am. The program is as varied as possible to minister to the needs of all students. Attendance is required; students must sit with their homeroom class. Parents are welcome to attend chapels and assemblies. Students are to wear **Full Dress** during Chapel services.

SPORTS

All children have the opportunity to participate in a variety of intramural sports and school teams such as: soccer, basketball, volleyball, baseball,

cross-country, track and field and badminton. Intramurals are scheduled for our lunch hours and involve all students in Grades 4-8. Our school teams participate in tournaments with other Christian schools. The students that participate are generally selected from our intermediate classes (Grades 5-8). The following objectives and guidelines summarize the school's goals for its sports program and competition in general:

OBJECTIVES

- To provide students with the opportunity for Christian fellowship with students from other schools.
- To encourage students to develop a lifestyle of physical fitness which promotes good stewardship of their bodies.
- To assist students in the development of their God-given athletic skills/gifts.
- To help students develop a healthy Christian attitude towards competition.
- To foster within the students a healthy respect for the players on the opposing team as fellow image bearers of God, and to appreciate their God-given athletic skills/gifts.
- To teach students to respect authority by graciously accepting and acting upon instructions and decisions made by coaches and referees.
- To promote the development of skills that lead to effective teamwork.
- To foster within the students an attitude of joy and praise to God as they explore and develop their athletic gifts.

GUIDELINES FOR SPORTS TEAMS

- Selection of team members is to be made from Grades 5-8. Only when there are not enough players from these grades, will lower grades be considered.
- When players are selected to play for a team, they should be allowed to participate in most of the games for a reasonable percentage of the time.
- School team shirts will be worn only during games.
- Coaches are responsible for all the players before, during, and after each practice or game. Coaches are to supervise the students until the last student has been picked up from the practice or game. They are not to be left alone waiting for a ride unless an adult is present.
- Coaches are responsible to arrange for transportation for all the players to and from the games.
- A teacher must always accompany the students when they participate in sporting events at home or away from the school for the purpose of general supervision.

- Any additional scheduling of games outside of the regular schedule will need the approval of the principal.
- Before and after games/tournaments, players are to remain together as a team. Drivers are to return students directly to the school unless it is decided that the whole team will participate in an activity, like going out to a restaurant.
- Students are not permitted to leave the general tournament area at any time without the permission of the supervising teacher who will ensure that proper supervision will occur.

STUDENT EARLY RELEASE

If school is cancelled during the day and students are to be sent home early, they will not be dismissed unless parents or emergency designate have been contacted and satisfactory arrangements have been made. If parents or emergency designate cannot be reached, the Principal may need to decide where the student will go. Students may not go home with another student unless the parents or emergency designate has granted permission.

Students will **not** leave the property during the day without their parents consent and must be accompanied by an approved adult, i.e. out for lunch, class trips, etc. In cases of emergency, the Principal or designate may make the decision for early release, i.e., injuries, emergency evacuation, etc.

STUDENT TRIPS/TRANSPORTATION

Student field trips offer children wonderful first-hand experiences to complement various units of study. Class field trips are proposed by the teacher, and approved by the principal. When students attend any school activity such as athletic events, concerts, trips, or any other competition or special event sponsored by the school - even away from the school building - they are expected to act responsibly. All school regulations apply to these functions and some have special regulations attached. As a participant of Milton Christian School, students have a responsibility to follow the special instructions and procedures outlined by the teacher or leader in charge. The standard school uniform is required for all school functions and trips unless otherwise announced.

Government legislation requires that all children who are less than 80 pounds and 8 years old being transported by car must be in a booster seat. All students will be transported by school bus however, there may be

occasions when students will be driven to events by volunteer drivers (parents/staff) using their own vehicles. All volunteer drivers must have a minimum \$1,000,000 auto insurance liability coverage and fill out the MCS Volunteer Driver Form. The administration of Milton Christian School reserves the right to confirm auto insurance coverage of volunteer drivers. All students transported must have access to and wear a seatbelt. Staff and faculty of Milton Christian School will be provided extended insurance for vehicle use as a part of their work related duties.

School Faculty will fill out a Field Trip Request Form which will be held in a logbook in the main office. Once the field trip has been approved and planned, a notice will be sent home with students providing details of the trip. The cost for most field trips are covered by our student activity fees. There may be trips where additional fees may apply. A minimum of 1 chaperone per 6 students in Primary, 1 to 8 in Junior, and 1 to 10 in Intermediate is required. However, if parent drivers are required, each driver will be considered a chaperone.

Circumstances may exist in which overnight trips will occur (Eg. Graduation Trip, Sports Tournaments). All overnight field trips require 2 adults per gender to accompany and supervise students, one of which must always be a staff member. Adult staff and volunteers who attend overnight field trips must:

1. Be members of the Milton Christian School Association
2. Have valid Police checks on file
3. Approved by the principal to attend an overnight field trip.
4. Volunteers will provide two character references.

The administration of Milton Christian School will create and maintain records on overnight field trips.

VOLUNTEERS

1.0 INTRODUCTION

Milton Christian School is a membership-run school that relies on parental involvement and support. We are blessed with many devoted volunteers, and could not exist without them. MCS encourages all families of enrolled students to actively participate in the school's activities.

2.0 DEFINITIONS

A **parent volunteer** is a parent or guardian who currently has a child enrolled in and attending MCS, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.

A **community volunteer** is a member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task that supports the classroom, school or Board-sponsored activity.

When not specifically stated, the word **volunteer** refers to both parent and community volunteers. Co-op students are not defined as volunteers.

3.0 PROCEDURES FOR SELECTION

3.1 The principal in consultation with staff will identify situations where volunteer support would enhance the learning environment for students in the school.

3.2 Invitations may also be issued to the parents and community to respond to identified volunteer needs in the school. Volunteers are welcome to come forward at any time to offer their services as appropriate.

3.3 Potential volunteers will complete the Volunteer Questionnaire. All questionnaires will contain the following acknowledgement:

If chosen as a volunteer, I agree to abide by the policies and procedures of Milton Christian School and to respect the confidentiality of student and teacher records. I realize I will be required to submit a criminal reference check and a minimum of two reference checks.

Volunteers will be given a policy manual.

3.4 Volunteers are expected to model Christian values and standards. Specifically, they will demonstrate the following qualities:

- a genuine interest in children (**caring**)
- a commitment to a specific schedule (**reliability**)
- an ability to maintain confidentiality and respect the rights of staff and students (**confidentiality**)
- provide a current criminal reference check (**safety**)

4.0 DUTIES OF THE PRINCIPAL

The principal will:

- 4.1 approve all volunteers in the school, after ensuring that the established selection criteria (1.5) has been met
- 4.2 ensure that all volunteers receive a copy of the policies and procedures of Milton Christian School
- 4.3 ensure that all volunteers who support the school program have a positive impact in both the school and the community
- 4.4 address concerns immediately when it is apparent that a volunteer no longer meets the criteria established and described in section 6.0.
- 4.5 ensure that volunteers are appropriately supervised and establish an appropriate probationary period

5.0 DUTIES OF THE TEACHER

The teacher will:

- 5.1 confirm with the principal that the volunteer has been approved
- 5.2 provide a welcoming atmosphere for the volunteer who is assisting the teacher
- 5.3 meet with the volunteer to clearly outline the tasks to be performed
- 5.4 provide training in any necessary skills
- 5.5 ensure that tasks are planned and materials prepared in advance so that the volunteer's time is not wasted
- 5.6 address any problems with the volunteer that may arise
- 5.7 inform the principal of any unusual conflicts or events arising from the use of volunteers

6.0 DUTIES OF VOLUNTEERS

The volunteer will:

- 6.1 respect the procedures and routines established in the school
- 6.2 record arrival in the log book at the office
- 6.3 provide reasonable notice for anticipated absences
- 6.4 communicate with the teacher about assigned tasks
- 6.5 report immediately any discipline problems to the teacher or the principal
- 6.6 defer to the teacher in areas of student management and student work
- 6.7 inform the principal/teacher of any unusual events or conflicts

MILTON CHRISTIAN EDUCATION ASSOCIATION MEMBERSHIP POLICY

1. The Milton Christian Education Association is committed to:

- Making Christian Education available to Milton and surrounding area residents.
- Providing a sound academic education integrated with a Christian perspective.
- The participation of parents in the educational processes of the school.

2. Membership in the Society is limited to those who can discuss and take on issues from a common basis of commitment and understanding. In order to make this possible, the conditions for membership are:

- Are of eighteen years of age and actively attend a Christian Church or Assembly.
- Have read and am in full agreement with the basis, purpose and bylaws of the Association and commit hereby to uphold and promote the same as abbreviated below.
- Will abide by objects and the bylaws and the resolutions of the Association and the directives of the Board of Directors; and
- Promise to pay the annual membership fee as approved from time to time by the Association.

3. Membership in the Association confers the following rights:

- To receive notice of meetings, mailings, and information on the affairs of the Society.
- To exercise voting privileges at membership meetings
- To participate in Association activities.

- To serve on the Board and its committees.

THEOLOGICAL PRINCIPLES - A Unique Vision - Milton Christian School

We believe that the Lord God, by graciously giving us the Scriptures, has revealed to His people ordering principles intensely relevant to education, and mandates us to bring the whole Word of God to bear in all its power upon education; therefore we confess that:

1. **LIFE:** *We recognize God's dominion over all human life, since God created men and women to serve Him everywhere. This requires us to educate our children for His service.*
2. **BIBLE:** *the Bible as the written Word of God is the Truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world, and the infallible authority by which He directs and governs all our activities, including the education of our children.*
3. **CREATION:** *we can understand the world rightly only in its relation to God, because the world, in its origin, gracious preservation and ultimate restoration is the work of the Triune God, and since the glorification of His Name is its purpose.*
4. **HUMANITY:** *we were created in the image of God to enjoy fellowship with our Creator and to reflect in our person and works the excellencies of our Maker, and were instructed to exercise dominion over the world in strict and loving obedience to God and to interpret all reality in accordance with His design and law.*
5. **SIN:** *sin is disobedience of God's law; in Adam we abandoned our office and task, became estranged from God and our neighbour, and brought God's curse upon the creation. As a result, we have become corrupt in heart and blind to the true meaning of life and repress and misuse the knowledge of God which confronts us in creation and in Scripture.*
6. **JESUS CHRIST:** *Jesus Christ, the Son of God, of whom the Scriptures testify, is truly God and fully human. Through His atoning death, He has reconciled the whole creation to God. He redeems and renews the lives of all those who believe in Him and gives them His Spirit in every way to live for God and their neighbour by His Word and Spirit. He redirects our understanding so that we may truly know God, ourselves, and the world.*

- 7. THE KINGDOM OF GOD:** *the Kingdom of God is His present and future, righteous and universal reign through Jesus Christ. This reign of grace and power makes education possible and meaningful. In obedience to Christ we submit in every area of life to His commandment to love the Lord with all our heart and mind, to love our neighbour as ourselves.*
- 8. PURPOSE OF EDUCATION:** *the purpose of Christian education is to direct and guide children to commit his or her heart to Christ the Truth; to attain to understanding, wisdom and righteousness; to develop the gifts God has given each one of them; to perform their competent and responsible service to the Lord in church, state and association.*
- 9. PARENTS:** *God has given parents the responsibility to nurture and educate their children. Therefore, the Christian community should establish and maintain Christian schools.*
- 10. THE STUDENT:** *the student as child, entrusted by God to parents, needs order, instruction and correction. Children of Christian parents should have a fuller understanding of the promises and demands of the Gospel. Therefore they ought to receive Christian education.*
- 11. THE TEACHER:** *Christian teachers, both in obedience to God and in cooperation with parents, have a unique teaching responsibility while educating the child in the school. Their conduct and lifestyle must be that of a disciple of Jesus Christ.*
- 12. THE CHRISTIAN SCHOOL:** *the Christian school established and controlled by a association of Christian believers, in accordance with legitimate standards and provisions, possesses the freedom to function in education in total and voluntary submission to Christ the King.*

F. STUDENT HEALTH AND WELFARE

ACCIDENT POLICY & PROCEDURE:

The Principal is responsible for establishing and implementing procedures, which will safeguard the health and welfare of students and staff who have been injured or taken ill during school operating hours, or on school-sponsored field trips or excursions.

In accordance with the Education Act, the principal, vice-principal, principal-designate, teacher or adult staff member, have the right and the responsibility of a judicious parent and will act in accordance with the expectations of a parent.

Accidents do happen at school. Every 3 years all teachers shall be trained and certified in Emergency First Aid. Minor accidents will be treated by simple first aid and will be reported to parents as deemed appropriate.

In the case of more serious injury, an ambulance may be called. Staff of Milton Christian School will attempt to contact the parents or emergency contact persons immediately. In extreme circumstances, a student may be taken to Milton General Hospital or Urgent Care Facility for medical treatment. **Please ensure that the school has all current medical information, Health Card Number and emergency phone numbers for your child.** Any allergies or ongoing health conditions should also be included in your child's school record.

PROCEDURE:

1. Standard first aid treatment shall be given as quickly as possible, and be reported to the Principal's Office. Staff should carefully assess the injury, in consultation with the Principal's Office, before transporting or allowing the student to proceed to the Principal's Office or other safe area.

2. If the accident or illness appears to be of a serious nature (e.g. any injury to the head, etc.) which may require diagnosis and/or treatment by a qualified medical practitioner, the following procedures shall apply in the following order:

a. An MCS staff member will call an ambulance immediately (using the emergency number 911) to transport the accident victim to a hospital.

b. Before EMS services arrive, school staff shall follow the instruction of the 911 operator at all times and not move the accident victim if not necessary.

3. A staff member teacher or employee shall report any accident involving a student, to the Principal or designate as soon as possible.

4. The school office shall inform the parents or guardians (or in the case of a staff member, the next of kin) as soon as possible.

5. If the Principal or his/her delegate believes that the injury or illness may not be of a serious nature, the parents (or next of kin) should be informed and their instructions acted upon. Basic first aid measures should be applied in order to ensure the health, safety, and comfort of the victim.

6. A student accident report shall be submitted to the Principal or his/her delegate when all information is available or at a minimum by the end of the school day.

7. Milton Christian School shall have at least one staff member, including the secretary(s), who has qualified for an approved First Aid Certificate on premises at all times during school operating hours.

8. If an injury to a student has occurred while at school but has not been discovered until a later time, the Principal, when informed of such injury, shall ensure that an incident report is completed, and if applicable, first aid is being provided by the school or non-school personnel.

9. In cases of injury, students, parents and volunteers will notify the Principal's Office and an incident report will be completed.

10. In cases of serious injury, employees will notify the principal or principal-designate, who will complete an incident report.

11. If an injury occurs on a bus, the bus company is responsible to follow their emergency procedures. The bus company will notify the Principal's office of the injury. The Principal will ensure that the parents or emergency contacts of the student(s) involved are contacted.

12. If the bus is involved in an accident, the bus company is responsible to follow their emergency procedures. The bus company will notify the School office of the accident. The Principal or designate will ensure that all

of the parents or emergency contacts of the students on the bus are contacted.

13. On a Field Trip or off site Sporting events, teachers will bring the Field Trip Permission Forms binder, (which include emergency numbers), as well as a First Aid Kit. In case of injury, the teacher will administer first aid, call 911 if necessary, and notify the school office as soon as possible. The Principal will ensure that the parents/ emergency contacts are contacted. (If on bus see #11 above.)

14. All medical incident reports and related correspondence are to be kept in the Principal's office for a period of 7 years.

ANAPHYLACTIC POLICY

In an effort to provide a safe environment for all children attending Milton Christian School, the MCS Community will take prudent measures to reduce the risk of exposure to conditions that could lead to anaphylactic reaction on the MCS property.

On January 1, 2006 Sabrina's Law 2005 came into force. This law directly affects children with allergies that could result in an anaphylaxis reaction but we would like to take this further. Schools have a responsibility with regards to students with life threatening allergies or illnesses. Milton Christian School already has an Anaphylaxis Policy in place, but Sabrina's Law 2005 goes further. The principal of the school is required to have an individual file for each student with an anaphylactic allergy and we require very specific information for that file. Specifically, *"a medical file, including current treatment, prescriptions, instructions from the pupil's physician or nurse, a current emergency contact list and a readily accessible emergency procedure."*

Christian Perspective: Milton Christian School is operated by a community of Christians (MCEA) and strives to provide Christian Education to all children who are part of the Milton Christian Education Association Community. As such, MCS seeks to address the wide range of gifts, talents and challenges found among the children in its support community. This approach is based on several points that are relevant to the Anaphylactic Policy of MCS:

1. Body of Christ:

The Scriptures teach that adults and children are all members of the one Body of Christ. The image of the body is sketched with great clarity in Corinthians 12:21-26.

The Christian School is one place where members of the Body of Christ learn how to live together for God. The Christian School offers a unique opportunity for a group of God's children with varying backgrounds and challenges to learn to need each other and to work with each other. The Christian teachers, parents and administrators working together to build an educational community, students will grow up with greater awareness of how to live with the body of Christ in their communities.

2. Love Your Neighbour:

In both the Old and New Testament (Leviticus 19:18 & Matthew 22:39), we are reminded to love our neighbors as ourselves. In the New Testament, the standard for such love is Christ's love for us. "Love each other as I have loved you" (John 15:12 (Love is the mark of the Christian community.))

In summary, the Anaphylactic Policy encourages the students, parents and teachers of the MCS community to operate as the Body of Christ and to exhibit the love for each other that God commands.

Purpose: One of the paramount concerns and obligations of the Milton Christian Education Association is to provide a safe and healthy environment for all those who work, learn, play and visit within MCS facilities. In keeping with this obligation, the MCEA will act responsibly to address identified risks within their control. Milton Christian School will attempt to operate a '**nut free**' institution. It is to be noted that a "nut free" environment is virtually impossible to obtain. This policy and associated procedures are a prudent attempt to provide an environment where the risk of anaphylaxis is reduced.

DEFINITIONS:

Anaphylaxis

Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body. The most dangerous are breathing difficulties, and a drop in blood pressure or shock, which are potentially fatal. Common examples of potentially life threatening allergies are to foods, especially nuts, and insects.

Symptoms of an anaphylactic reaction are:

- Tingling, itching, swelling
- Throat tightness
- Difficulty swallowing
- Wheezing, coughing, difficulty breathing
- Chest tightness
- Sense of fear
- Flushing of the face and body
- Weakness or dizziness
- Hives
- Stomach cramping, vomiting, diarrhea
- Feeling faint
- Runny nose, voice change
- Sudden fatigue
- Rapid heart beat or chills
- Pallor, loss of consciousness, coma, death

Not all have to be present for an anaphylactic reaction to be taking place; and reactions can be delayed for up to 2 hours.

Epipen

The medically prescribed instrument used to auto-inject the drug Epinephrine in the event of an anaphylactic allergy reaction. This instrument is only to be used under trained adult supervision.

Nuts

Includes food products made from or including ingredients defined by:

- Peanuts
- Hydrolyzed vegetable protein
- Ground nuts
- Peanut butter
- Cold pressed peanut oil

Nut Safe Environment

An environment where it is relatively assured that nuts, or their derivatives will not be present.

RESPONSIBILITIES:

Parents/Guardians:

1. Parents/Guardians will:

- Fill out the Anaphylaxis Emergency Action Plan Form that will be posted at school.
- Provide an epinephrine auto-injector device labeled by name and expiry date, as well as two current photos, one for the office, one for staff room.
- Instruct child to wear fanny pack at all times, if necessary.
- Sign a consent form that allows the school to administer epinephrine.
- Provide information to students and staff at the school. This can be done in individual classes or at an assembly.

2. It is required that the parent/guardian ensures that the student with a potentially life threatening allergy is provided with a Medic-Alert bracelet/necklace.

3. Parents/guardians are asked to refrain from sending food containing nuts to school.

4. Parents/guardians will discuss birthday treats with teacher to ensure a safe eating environment for all students. No home made baked goods should be brought into the classroom for sharing.

Students:

1. EpiPen's will be kept in the main office or individual student classrooms.

2. Trading and sharing of foods, food utensils and food containers is discouraged.

3. Children with food allergies should only eat lunches and snacks that have been prepared at home.

4. It is required that the student with a potentially life threatening allergy wear a Medic Alert bracelet/necklace.

Staff Members & Teachers:

1. At the beginning of the school year, staff members and teachers will be instructed as to the potentially severe nature and proper treatment of the allergic problem.
2. The Principal will inform staff members and teachers of those students who may require epinephrine treatment.
3. Principal will: post a current photo (3x5" approx.) of child on the Medical Alert Board in the office and a photo with form outlining child's allergy in staff room.
4. Teacher of allergic child will:
Introduce student to all staff members and students, describing the specific allergy, possible symptoms and necessary emergency response action.
5. For "special lunch" days, teacher will remind at-risk student(s) to bring own lunch, unless the parent has specifically approved the menu.
6. The homeroom teacher will make classroom volunteers and supply teachers aware of at risk children.
7. The use of food in crafts and cooking classes will comply with this policy.
8. Class parties will be directed by the teacher who will monitor and endeavor to arrange for safe and nutritious snacks.
9. Where units are extended to include a sampling of food, the teacher will endeavor to provide a safe eating environment for all students.

School:

1. Food served by the school for snacks, special programs, class trips, etc., will comply with this policy. (Please note that an Allergen Alert will be posted for events which will not be nut-free (community and membership events, e.g.)

2. The Property Maintenance Committee will:

- Conduct bi-yearly yard surveys for the purpose of removing insect nests on school property.
- Provide proper storage of garbage in well-covered containers.
- Post appropriate signs around the school to inform and remind all visitors, staff and students of the policy.

3. Normally, eating areas during school hours will be restricted to inside school buildings.

4. At the beginning of each school year, the Principal will ensure that all volunteers be made aware of at risk children. In cases of emergency, volunteers will contact a staff member immediately.

5. Effort will be made regularly to educate the staff, students and community regarding the understanding and treatment of Anaphylaxis.

TREATMENT:

Accidental food ingestion and insect bites can occur despite avoidance measures:

- Epinephrine must be administered **IMMEDIATELY** after the onset of symptoms of severe allergic reaction.
- Adult supervision is mandatory.
- The Epipen will be kept in the office on the "Medic-Alert" board.
- Dial 911 and request an ambulance.
- Instruct emergency personnel of nature emergency and treatment already given so that additional epinephrine will be available.
- DO NOT ATTEMPT TO DRIVE INDIVIDUAL TO HOSPITAL.**
- Parents of child must be notified.

PROCEDURES TO ENACT THE POLICY:

1. Identify children at risk as per policy.

2. Remove risks as per policy.

3. Educate in-school population as per policy and:

- Within each enrolment/re-enrolment package forwarded by office staff to all parents, a notification of this policy will be included.
- At the initial staff meeting, the Principal will review the typical emergency response actions as well as the list of students at risk.

4. Educate Playground Volunteers as per policy.

A) Identification of Children at Risk

- It is the **responsibility of the anaphylactic/potentially anaphylactic child's parents to inform the school principal** of their child's allergy.
- **All staff members need to be made aware of these children.**
- Each child should wear a **MedicAlert® bracelet** that states his or her allergy/ies and the location of his / her auto-injector(s) (EpiPen®).
- A photograph and a description of each child's allergy should be kept discretely in the child's classroom, the office, and the teacher's Day Book.
- Parental permission is required for this.
- For younger children, it may be appropriate to have the Anaphylaxis Alert Poster in a visible area.

B) Availability and Location of EpiPen

- Anaphylactic or potentially anaphylactic children who are old enough should **carry at least one EpiPen with them at all times** and have back ups available in the school. Most children are able to carry their own auto-injector by the age of 6 to 8. For children with insect sting allergy, this would not have to be for the full year but from March to November.
- As a precaution, the school will keep 2 extra EpiPens® in the office, in case of an emergency.
- Each child should wear a MedicAlert® bracelet that states his or her allergy/ies and the location of his or her auto-injector.
- **It cannot be presumed that children/adults will self-administer their autoinjector.** (The individual might not be able to self-administer while having a reaction.)
- Posters describing the signs and symptoms of anaphylaxis and the use of the EpiPen should be posted in relevant classrooms, the office, and in the staff room.
- Children who are no longer allergic or no longer require an EpiPen must present a letter of explanation from their allergist.
- Additional EpiPen should be brought on field trips. If the location is remote, it is recommended that the organizer of the field trip carry a cell phone as well.

C) Treatment Protocol

- **An individual treatment protocol needs to be established by the child's allergist.** The school cannot assume responsibility for treatment in the absence of such a protocol. A copy of this should

be present in the classroom and office along with a photo of the child.

- To manage an emergency, a routine must be established and practiced. In our training session, we have worked on the following:
 - a. One person stays with the injured individual at all times.
 - b. One person goes for help.
 - c. Administer epinephrine at the **first sign** of reaction, however slight (e.g. itching or swelling of the lips/mouth in food allergic children).

There are no contraindications to the use of epinephrine for a potentially life-threatening allergic reaction.

d. Note time of administration. Call 911 and, regardless of the degree of reaction or response to epinephrine, transfer the child to an emergency room. Symptoms may recur up to eight hours after exposure to allergen. One calm and familiar person must stay with the child until a parent or guardian arrives. If the child is being driven to hospital, it is recommended that another individual accompany the driver to provide assistance.

e. Contact the child's parents.

Adults must be encouraged to listen to the concerns of the anaphylactic child. The child usually knows when s/he is having a reaction, even before signs are manifest.

D) Training

- Each year there should be awareness sessions for students and training for all staff, which includes a demonstration on the use of the EpiPen®.
- As a quick refresher on a periodic basis, teachers could practice use of the EpiPen® during scheduled staff meetings.
- Substitute teachers will be advised to review the Anaphylaxis Alert posters for children in their class and to review emergency protocol with the designated staff member for their grade level.

E) Allergen Awareness / Allergen Avoidance

The question of banning anything in schools is controversial. We live in a world that is contaminated with potential allergens. Anaphylactic children must learn to avoid specific triggers.

While the key responsibility lies with the anaphylactic individual and his family, in the case of a young anaphylactic child, the school community must also be aware. In our school, the significant allergies are to peanut and nuts.

There are allergies to other foods and insect/wasp stings as well. **We have appealed to the community to keep peanut butter (in particular) and other peanut/nut products out of the school.**

In the classrooms of anaphylactic children, special care is taken to avoid allergens. Parents must consult with the teacher before supplying food or craft materials to these classrooms. There is also a list of packaged "safe food", which has been distributed to the teachers and to the parents of classmates of peanut/nut allergic children. In short, the risk of accidental exposure to a food allergen has been significantly diminished although it can never be completely removed.

Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic children must be encouraged to follow certain guidelines:

- To eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents.
- Wash hands before eating.
- Not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.

References

These recommendations are based on the following references:

Anaphylaxis in schools and other child care settings (position paper), The Canadian Society of Allergy and Clinical Immunology, August 1995

Anaphylaxis: A Handbook for School Boards, Health Canada, Canadian School Boards

Association, Minister of Supply and Services Canada, 1996 and 2001

Regional School Board Anaphylaxis Protocol, 2000

If you have any questions, or would like a copy of any of the reference materials listed above, please contact the principal.

CRIMINAL REFERENCE CHECK POLICY

The Board of the Milton Christian Education Association requires all staff and all volunteers who have contact with the students to provide a criminal reference check from the Regional Police Service.

All new staff and regular volunteers will provide a Criminal Reference Check before they begin regular contact with the students. Any issues raised by the Criminal Reference Check must be resolved for the satisfaction of the Board of Milton Christian School prior to regular contact with students.

Criminal Reference Checks will be required every two years. At the beginning of each school year, all staff and volunteers previously having submitted a Criminal Reference Check the year before, will complete and sign an Offence Declaration Form.

HEAD LICE

Students with head lice will be sent home and should be treated with the pharmacist recommended shampoo and combs. The student may not return to school for 72 hours, even if they have received appropriate treatment. After 72 hours, if no lice or nits have been found, the student may return to school, but must be checked by the office before re-entering class. All cases of head lice **MUST** be reported to the school.

HEALTH PROMOTION

The Health Act states that the school should not administer prescribed or non-prescribed medication to a student even when requested by a parent unless it has been authorized by a physician and considered necessary to be taken during school hours. Any student who must bring medication to school or who must take regular medication during the school hours, will require a form to be filled out and signed by the parent/guardian and the physician. **All medications including un-prescribed medications are to be kept in the office and administered at the office.** Please ensure that the office is informed about your child's medication,

and that you have filled in the necessary form for medication to be taken during school hours. Forms are available in the school office.

Student illness - Children who are ill should remain at home.

If a student becomes ill during school hours, he/she will be directed to the office and a parent or emergency contact person will be called.

No student will be allowed to leave the school without permission. Furthermore, please note that if a child is well enough to attend school, it is expected that he/she go outdoors at recess and noon hour.

Communicable Diseases and Immunization Requirements:

The Health Protection and Promotion Act 1983, Chapter 10, Section 28 requires that children with certain communicable diseases be kept away from other children during the period when the disease may be spread. The following information is supplied by the local Health Department on common communicable diseases:

COMMUNICABLE DISEASE

CHILDREN WITH THE DISEASE SHOULD REMAIN AT HOME AND AWAY FROM OTHERS

Scarlet Fever

Until the antibiotic prescribed by a doctor has been taken for at least one full day.

Chickenpox

Until child is well enough to participate in all activities regardless of the state of the rash.

Diarrhea

Until diarrhea stops.

Ring Worm

Until treatment has started.

Scabies

Until patient and family treated adequately.

Impetigo

Until the antibiotic prescribed by a doctor has been taken for at least one full day.

Conjunctivitis (Pink Eye)

Until the antibiotic prescribed by a doctor has been taken for at least three full days.

Rubella (German Measles)

Until the 7th day after first

	appearance of rash.
Rubella (Red Measles)	Until the 5th day after appearance of rash.
Mumps	Until swelling has disappeared or at least 9 days from onset of swelling.
Strep Throat	Until the antibiotic prescribed by a doctor has been taken for at least one full day (24 hours).
Pertussis (Whooping Cough)	Until antibiotic treatment has been taken for at least 5 days. If no treatment is given, for 3 weeks from when the cough began.

Contact your family doctor if you suspect your child of having a communicable disease. **Keep your child at home and away from others.** If your doctor diagnoses a communicable disease, he/she will advise you regarding care and treatment.

Ontario law requires students attending school in Ontario to be up to date with diphtheria, tetanus, polio, mumps, measles (2 doses) and rubella immunization. Students who are not up to date **may be suspended from school.** Exemptions to immunization based on medical, religious, or conscientious grounds may be obtained from the Health Department. The recommended immunization schedule for children is as follows:

AGE VACCINE

2 Months DTP, Hib

4 Months DTP, Hib

6 Months DTP, Hib

after 1st birthday MMR

18 Months DTP, Hib

4-6 years DTP, MMR

Grade 7 Hepatitis B

14-16 years TdP*

DTP diphtheria, pertussis (whooping cough), tetanus, polio

P polio (*If a child has been immunized with oral polio exclusively, this dose of oral polio may be omitted.)

Hib haemophilus influenzae type b (meningitis).

MMR measles, mumps, rubella (German measles).

The Halton Regional Health Department offers free hepatitis B vaccination to all Grade 7 students not previously immunized against hepatitis B. Immunization will be through the school and administered by the Health Department staff. In order to be completely immunized, students will receive a total of 2 doses of hepatitis B vaccine over a 6 month period. Hepatitis B Clinics for Grade 7 students will be held in the school in October and April.

It is the parents' responsibility to maintain a record of a child's immunization. The name of the vaccine, the date it was given, and the name of the doctor who gave the vaccine should be included in the record.

MEDICATION

If you must bring medication to school the office will require a form to be filled out and signed by your parent/guardian and your doctor. All medications, including over the counter medications, are to be kept in the office and administered at the office. Forms are available in the school office.

G. DISCIPLINE

DISCIPLINE POLICY

THE PURPOSE OF DISCIPLINE

The two primary objectives of Milton Christian School are Academic Excellence and Godly Instruction. With this ongoing goal at the forefront, Christian education seeks to prepare a child for responsible service within the Kingdom of God and the world in a holistic manner. At Milton Christian School, student discipline is a legitimate and necessary part of the maturation process. Discipline is the servant of order and order serves the MCS objectives. Through correction and guidance, a student is guided to a life of obedience before God and respect for others. Through discipline, the student receives a richer understanding of what it means to be a disciple of Christ. Discipline encourages the putting away of the old, sinful nature and putting on the new nature in Jesus Christ. Student discipline is not an end in itself. It is a means by which students learn to respect authority, demonstrate appropriate social behavior, develop self-discipline and exhibit respect for one another and for God's creation. Student discipline must involve an awareness of the misdemeanor and should include restitution, resolution and a move towards reconciliation. As Christians, we hope student discipline leads to true repentance and forgiveness.

STUDENT PLEDGE

ALL grade 5-8 students will sign the Student Code of Conduct each September.

CLASS MANAGEMENT

The classroom teacher is primarily responsible for the students in his/her classroom. Every teacher looks for an approach towards discipline that leads to a successful program of instruction. There will always be professional freedom for teachers to develop their own unique class management style. However, teachers will see that school policies are taught and implemented constructively and consistently.

REPORTING A STUDENT TO THE PRINCIPAL

When a teacher directs a student to the office, several things must be kept in mind.

- The teacher should escort the student to the office or send another student to the office to bring the Principal to the classroom.
- The teacher must give an explanation to the Principal of why the student is being sent to the office.
- The teacher must indicate what prior work with the student and the parents has been done.
- The teacher may recommend what should be done with the student.
- The teacher will submit a written report of the incident upon the Principal's request.

IMMEDIATE REPORTING TO THE PRINCIPAL

There are certain examples of student misbehavior, which occur at school, on field trips or on class trips that must be reported to the Principal immediately by a teacher. Although the following list is not exhaustive, these examples are considered *major offences* and are described as follows:

- Disrespect of any authorized adult at any time (e.g. teacher, assistant, chaperone, volunteer etc).
- Physical harm.
- Bullying of another student. (Please refer to definition below.)
- Throwing of objects in anger.
- Destruction and/or vandalism of school or personal property.
- Possession and/or distribution of illegal items and substances as well as entering the school property showing evidence of the use of illegal items and substances.
- Swearing and vulgar language.
- Possession of a weapon (e.g. pocket knife, sling shot, paintball gun, air soft pistol etc.).
- Uttering a threat to inflict serious bodily harm on another person.

DEFINITIONS

- **BULLYING** is typically a form of repeated, persistent, aggressive behavior that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is real or perceived power imbalance (Ministry of Education's Policy/Program Memorandum No. 144).

- A **DETENTION** occurs when a student is kept back or from his or her normal school routine. A student will spend the morning or lunch recess in the office and he/she will be given another activity or task to perform.

- A **SUSPENSION** occurs when a student's attendance at school and participation in all school related activities is stopped temporarily. An *In School Suspension* includes a temporary stoppage of the student's admittance into class and participation in all school activities.
- An **EXPULSION** occurs when a student is no longer permitted to attend the school.

THE FIVE STEPS OF DISCIPLINARY ACTION

When other forms of classroom discipline have proven to be ineffective, the teacher will bring all referrals and immediate reports of major offences to the Principal's attention. Discipline notices will be given to students when expectations of the Student Code of Conduct are breached. Students are to bring home Discipline Notices and return them to the Principal with their parent/assignee's signature. When Discipline Notices are given, the student may spend the morning or lunch recess away from his/her normal routine and will not be permitted to engage in any recess or noon hour activities. The student may be required to complete an assignment, a work detail, or a school cleaning detail.

For all detentions, Discipline Notices will be written up in triplicate and copies will be issued to:

- The parents for a signature
- The teacher for class records
- The Principal for the discipline file

Referrals will be dealt with using the following steps:

STEP ONE

For the first referral or offence of the year, a student may serve a school detention for one noon hour. The student will receive a Discipline Notice that is to be signed by his/her parents and returned to the Principal.

The Principal will attempt to follow the four steps of discipline listed below:

1. Show the student what he/she has done wrong.
2. Give the student ownership of the problem – no excuses, no blame shifting, no “buts”, and no “if onlys”.
3. Give the student a process for solving the problem he/she has created (restitution, resolution, and reconciliation).
4. Leave the student's dignity intact.

STEP TWO

A second referral will result in another Discipline Notice that is signed and returned to the Principal.

STEP THREE

For the third referral, OR ANY OFFENCE DEEMED SERIOUS ENOUGH BY THE PRINCIPAL, the student may serve a SCHOOL SUSPENSION at home. A School Suspension may be a 1, 2, 3 – day(s) duration, depending on the severity of the misbehavior. The Principal may also send a student home for the remainder of the day as a needed “cooling off” period for the benefit of all parties concerned. In certain cases, at the discretion of the Principal, a student may be required to serve an In-School Suspension. Following a suspension, a 10 school day probation period will be in effect upon the return to school of the student. During the probationary period, a student may not represent the school at any inter-school program or sports event. A violation of the probation period will result in a 3-day suspension. The students will not be allowed to return to the school until the parents have met with the Principal and assured him/her that their child will respect the rules of the school. The student, parent(s), and Principal will meet to develop a plan to correct the behavior and to bring about restitution and reconciliation. Students may also receive natural consequences as a result of poor behavior.

STEP FOUR

If and when the Principal concludes that:

- The repeated use of the school suspension is not effective in ensuring positive behavior on the part of the student or
- The safety and well-being of other students are in danger or
- The proper management of classes is not possible;

He/she may issue an INDEFINITE SUSPENSION. The students will not be allowed to return to school until the parent(s) have met with the school board executive and the Principal, and have assured them that their child will respect the rules of the school. The student, parent(s), and Principal will meet to develop a plan to correct the behavior and to bring about restitution and reconciliation.

STEP FIVE

Expulsion from Milton Christian School is the final step in the disciplinary process. The Board will only consider this extreme measure after a recommendation by the Principal. In the case of a recommendation of expulsion by the Principal, the student and parent(s) are entitled to an

impartial hearing where they would have the opportunity to present their view of the issue. In the case of such a hearing, an ad hoc Disciplinary Proceedings Committee would be formed by the Board to hear arguments from the Principal, student, and parent(s) involved in the situation. Members of the Board, the Principal and family members of the applicant may not serve on this committee.

The Board will review the committee recommendation as well as the Principal's recommendation before making the decision.

* Please Note: Gum chewing and smoking is not permitted in the school building or on school property.

OUR STUDENT CODE OF CONDUCT

As a Christian school community, we want our behavior and conduct to be guided by Jesus' command to love God above all and our neighbors as ourselves. Specifically, students are reminded to follow the Student Code of Conduct.

MY RELATIONSHIP WITH GOD

- I will speak of God in respectful ways.
- I will respect Bible reading, prayer, sharing and other habits that build relationship with God.
- I will respect myself because God created me in His image.

MY RELATIONSHIP WITH THOSE IN AUTHORITY

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me.
- I will not condone disrespect displayed by others to those in authority.

MY RELATIONSHIP TO OTHERS

- I will be respectful of others and I will not engage in bullying actively or as a bystander.
- I will address everyone properly and not resort to name calling, swearing or dirty language towards others.
- I will respect everyone's property and use it only with permission.
- I will encourage everyone to feel included.
- I will respect everyone's person and remember, "no touching except for helping."
- I will learn to apologize when I fail, and seek God's strength to continue building a community of love and respect.

MY RELATIONSHIP TO SCHOOL PROPERTY

- I will respect school property. This includes furniture, books, equipment and building.
- I will report any damage done and volunteer to pay for damages if I am responsible.
- I will accept responsibility for the cleanliness of the school and grounds.

BULLYING AWARENESS AND PREVENTION

At Milton Christian School we believe that every child is made in the image of God, and has infinite dignity, worth and value. Each child has a unique God given package of gifts, abilities and talents. Our board and staff are committed to providing a safe and nurturing environment for each child to develop in all aspects of his/her life, including spiritual, intellectual, physical, social or emotional.

Programs:

A School Climate Approach to Bullying Prevention

The Protectors – A Bullying Prevention Program

What Is Bullying?

- Bullying involves a power imbalance in which the child doing the bullying has more power, due to such factors as age, size, support of the peer group or higher status.
- Bullying is usually a repeated activity in which a particular child is singled out more than once and often in a chronic manner.
- Bullying is carried out with intent to harm the child.
- Bullying includes physical aggression, verbal insults, the spreading of malicious rumors or gossip and threats of exclusion from the peer group.

Please refer to Student Code of Conduct

Prevalence Rates

- More prevalent during late elementary through middle school years (grades 4-8).
- Reaches a peak in grades 6-8.
- Equally prevalent in males and females; however, the act of bullying is notably different.
- Students view teasing as the most common form of bullying.

Types Of Bullying

- Verbal
- Physical
- Relational

Who Is Involved?

- The child who bullies.
- The child who is bullied.
- The child who observes bullying.

“Working Together”

- Intended to raise awareness on a prolonged basis.
- Provides ongoing education and resources.
- Classroom presentations for all grade levels.
- Parent presentations.
- Staff presentations.

Prayer of St. Francis of Assisi

LORD,

Make me a channel of Thy peace, that where there is hatred,
I may bring love; that where there is wrong,
I may bring the spirit of forgiveness; that where there is discord,
I may bring harmony;

Please refer to resource:

Milton Christian School - Bullying Information for Students

DISPUTE RECONCILIATION POLICY AND PROCEDURE

Context

The presence of a common vision for Christian education is one of the basic reasons why Christians have joined their efforts to establish schools. This vision of Christian education is usually broad enough to encompass the individual desires of many people. However, this common vision of Christian education may not always express fully the views of certain people within the membership of the society. Although unified by the constitution of the school society, the community may often experience diversity of opinion. The challenge for a Christian school society is how to continue to grow and develop with this diversity of opinion within the school society. We must learn how to deal with differences and disputes properly. Differences of opinion and outlook will always exist between members of our school society. We must strive to be clear, truthful and loving in our debates. The judicious settling of disputes should affirm the development of a common bond within the school society. Debates over

issues should assist in maintaining the focus of the school's vision on biblical truth and sound, pedagogical practice.

Principles:

When disputes and complaints arise, there needs to be a set of principles to guide the procedures to be followed in resolving these matters:

1. *Get all the facts. Listen to both sides of the story.* Keep in mind the possibility of bias or shortsightedness on the part of another person's account. Avoid jumping to conclusions or taking impetuous actions.

2. *Speak directly to the person involved.* It is a clear biblical principle (Matthew 18) that one first approach the brother or sister in the Lord with whom you have a complaint. This is also to be done discreetly.

3. *Avoid speaking to inappropriate people.* Friends and relatives are not the people to speak to first. Speaking ill of someone without their knowledge is not biblical. These actions contribute to gossip, slander and defamation of character.

4. *Use the democratic process to have your point of view heard.* Our school society is structured around a democratic model of government in which each member has the right to speak and to vote. Within the societal structure, there are persons placed in positions of responsibility whose task it is to listen to and judiciously deal with objections and disputes.

5. *Accept the democratic process to have your difficulties resolved.* Learn to accept the resolution of a problem even though you do not agree fully with it. Submit in Christian love to the ruling of the authorities. Consider the matter dealt with, unless the resolution of a matter is in violation of the law or of one's conscience before God.

Initial Contact:

One of the first problems a person encounters when a complaint is to be raised is to determine to whom to properly address the problem. This is the important first step towards reconciliation and it must be done with care.

The following guidelines should be helpful:

1. If a complaint concerns the personal comments or actions of another member in the school society or an employee of the school, the person should speak directly to that person by himself.
2. If a complaint concerns the manner in which an employee of the school performs his duties, the person should speak directly to that employee by himself/herself.

Where a school policy has been violated, and the Principal is aware of the situation, the Principal must intervene, whether or not the parent has spoken already to the teacher. For example, if a teacher started teaching a denominational doctrine as though it were the only acceptable position on a certain issue, the parent would be encouraged to talk to the teacher first, but it would not be necessary.

The Principal could intervene directly. There will still be situations where a teacher has done something that a parent dislikes, and the parent should try to resolve the issue with the teacher before notifying the Principal. An example of such a situation might be the choice of a song in music class or the lack of comments on student work. These are not covered by a policy, in and of themselves, would not warrant action on the part of the Principal.

3. If a complaint concerns the personal opinions or actions of a Board member, the person should speak directly to that Board member by himself. In the event that the matter cannot be resolved, the complainant may choose to address the Board of Directors by means of a personal letter. The solicitation of signatures of other society members who support the complainant's position is not an acceptable avenue to garner added weight or incentive since it does not contribute to the building of community, trust and unity.
4. If a complaint concerns school policy, school programs or a Board decision, the person should speak directly to the Principal by himself.
5. In most cases when a complaint is initially brought to the attention of someone, an explanation can often be given that quietly settles the matter. Often, once the larger context of a situation or issue is explained, the person with the objection discovers that his view has already been considered or that his basis for the objection is not valid.

Follow-Up: However, there will be times when a complaint will not be settled or resolved during the initial contact. A proper understanding of what procedures to follow is important.

1. *Regarding a fellow association member.* If the matter is not resolved, the person should request two board members to accompany him/her to have the complaint brought back to the fellow association member. If effort at this level does not resolve the matter, the person with the problem should address the Board of Directors by letter.

2. *Regarding a school employee.* If the matter is not resolved, the person should request the Principal to accompany him/her to have the complaint brought back to the employee. If this effort does not resolve the matter, the person with the complaint should address the Board of Directors by letter.

3. *Regarding the Principal.* If the matter is not resolved, the person with the complaint should address the Board of Directors by letter.

4. *Regarding a school policy, school programs or a Board decision.* If the matter has not been resolved, the person with the complaint should address the Board of Directors by letter.

A Fair Hearing: Whenever a complaint is properly addressed to the Board of Directors, meaning that the proper discussions outlined previously have taken place, the Board has an obligation to provide a fair hearing to the person with the complaint. Letters of complaint that have not gone through proper procedures prior to being written will not be read at the Board meeting. The chairperson will need to determine if such a letter of complaint is indeed properly presented. In order to provide such a fair hearing, the following steps should be taken:

1. *Allow the complaint to be presented.* The Board of Directors should allow the presentation of a letter of complaint within a reasonable amount of time and, possibly with the presenter at the meeting. In this way, questions of clarification can be asked. If there is a defendant to the complaint, he/she should also be allowed to address the Board of Directors in an equal fashion by letter or presentation.

2. *Allow for the process of consultation.* Prior to reaching a decision, the Board may choose to seek advice. This may come from the Principal, a standing or ad hoc committee or outside experts. Their recommendation

is to be referred back to the Board. The Board may accept that recommendation, request the consulting group to reconsider, or modify the recommendation due to other considerations not discussed by the consulting group.

3. *Make a decision on the matter.* This should be done in the form of a properly motioned resolution that receives a majority vote. A letter should be written to the persons directly involved with the complaint communicating the Board's decision.

A Right To An Appeal: A person who wishes to challenge the decision of the Board of Directors regarding a complaint may do so at an association membership meeting. This can occur if the complainant is a member of the association in good standing. The complaint will then be discussed by the members. If there is no support for the complaint in the form of a properly motioned and approved resolution, the matter will be considered closed.

H. CURRICULUM

STUDENT PLACEMENT PROCEDURE

CRITERIA

There are many factors that influence the classroom placement of a student. These include both individual and entire classroom needs. The factors listed below give some examples of specific educational needs:

- Physical, behavioral, cognitive etc.;
- Class dynamics and management issues;
- Peer relationships;
- Class size (refer to Educational Factors Affecting Class Sizes listed in *Class Size Guidelines*);
- Gender balance, and;
- Special education needs and programs.

PROCEDURE

1. In early June, the Principal will advise current school parents using the school newsletter that they may communicate major concerns regarding the classroom placement for their child(ren) in writing through the use of an email or letter. This information will be one consideration during subsequent meetings to determine student placements.
2. After the deadline to communicate major concerns has expired, the Principal will schedule placement meetings with the applicable staff.
3. The Principal, after considering the input from parents and staff, will decide on the class placement of each student.
4. Class lists will indicate the student's classroom placement. Parents will receive the class list before the first day of the upcoming school year.

5. Parents may appeal the Principal's class placement decision directly to the Board at a scheduled meeting.

CLASS PROJECTS POLICY

Many parents pose the perennial question: *"How much should I help my son or daughter with his or her school projects and assignments?"* Two general comments are in order before addressing the issue itself: Our staff welcomes parental assistance as a positive note in the child's educational development. In a Christian school we greatly appreciate the parental co-laboring that occurs in fine-tuning skills and supplying individual assistance that may not be available due to time demands within the classroom.

Involvement on the part of moms and dads is therefore applauded and appreciated. The goal of parental assistance should be to move students toward independence. If help is properly given, its necessity will diminish as your son or daughter grows in his or her ability to interpret and respond to project demands. It is no favor to children to do for them that which they should do for themselves. The theme should not be: *"How can we get them through another one?"* but rather: *How can we better equip them to tackle the next one?"* Let's state our expectations in terms of the teacher, the student, and the parents.

Expectations of the Teacher

1. The teacher will teach the students the skills required to complete the project successfully before assigning it.
2. Adequate direction in writing must be provided within the framework of the project or assignment. Students must be able to determine what is expected of them as well as the degree of effort required to ensure a successful project.
3. If the project is a large, complex one the teacher should provide a series of subheadings to provide some degree of direction.
4. A longer project should have a series of check-posts and time guidelines built in along the way.
5. The assignment will include, in writing, the proposed criteria for evaluation.

6. If the project is of a research nature, the teacher will consult with the students concerning the availability of sufficient and appropriate resources.

7. The concept of plagiarism and age appropriate research and writing skills will also be taught.

Expectations of the Student

1. The due date of the project will be known and respected.

2. Every effort will be made to function as independently and cooperatively as possible.

3. Work will be original; every quotation must be properly cited.

4. A responsible effort will be made to wisely use the time allotted. This should reduce the degree of frustration on the part of students, teachers and parents.

5. It is the responsibility of the student to make every effort in clarifying parts of the assignment that may prove confusing. This should be done by consulting the teacher in question, allowing ample time for rewriting or completing those areas of the assignment.

Expectations of the Parents

1. As much as possible, assignments should be initiated and authored by the child with minimal input from parents.

2. Help your son or daughter to understand the assignment.

Does he/she comprehend the questions?

Does he/she understand the focus or goal of the entire assignment?

3. Help schedule a plan of attack. Work will need to be sequenced and blocks of time allotted for particular tasks.

4. Help with accessing information. A trip to the library, forest, or backyard may be in order, depending on the age and independence level of your child.

5. Help to proofread the completed assignment. This lends a valuable helping hand. Errors should be indicated but the corrections should be left to the "author".

CLASS SIZE GUIDELINES

RATIONALE

The *Class Size Guidelines* are intended to provide insight and direction for the Principal as he/she makes critical decisions regarding class sizes on behalf of the Board. The guidelines are meant to balance the community's resources with the needs, to ensure a vibrant and wholesome learning program for all students.

EDUCATIONAL FACTORS AFFECTING CLASS SIZES

The *Class Size Guidelines* listed below take a number of factors into consideration. The following factors impact the quality of teacher-learner dynamics in our school classrooms:

1. Student Development Levels

School research confirms that younger students flourish best in smaller class groupings. Students in these grades have a need for quality teacher time, which is critical for their school socialization and the enhancement of basic literacy and numeracy mastery. For students from Grades 4 and up, the research findings for lower class sizes are inconclusive.

2. Individual Student Needs

The requirements of teacher time to help students with learning challenges will impact the number of students a teacher can teach effectively. These learning challenges encompass a wide variety of physical, behavioral, cognitive, and language limitations.

Both individual and entire class educational and social needs need to be considered in establishing class sizes.

3. Classroom Space

Having sufficient room within the classroom allows the teacher to engage the students comfortably and safely in a variety of learning activities. The Ontario Alliance of Christian Schools (OACS) recommends that general use classrooms be large enough to allow 3 square metres or approximately 32 square feet of space per student.

4. Paraeducator Assistance

Providing additional support to the teacher by assigning a Teacher Assistant (TA) or Educational Assistant (EA) is one way to mitigate a higher than desired class size, and to avoid the need to establish a combined class. The classroom teacher may be well served by such an assistant and thus be able to provide quality instruction to a larger than desired class. Para educators may also be hired to provide support for a particular student. Para educator support at all grade levels will be determined on an annual basis. All the *Educational Factors* included in these guidelines will be considered when determining specific position terms and job descriptions.

5. Multiple Grade Considerations

When enrolment goes beyond the stated limits, consideration should be given to create two-grade combination classes. If student developmental levels are respected and caution is used in placing students with individual learning needs in single or combined classes, these classes should not require additional guidelines from the ones listed below. However, the following considerations should be remembered when creating multiple grade classes:

- a. Combined classes that include grades from across divisions should be avoided if possible (e.g. SK and 1; 4 and 5, 6 and 7). Combining grades across divisions presents difficulties with curriculum expectations and delivery. Many subject areas have a shift in focus, sophistication and skill development from one division to another.
- b. After carefully considering the *Educational Factors* listed above, multiple two grade combination classes may also be implemented (e.g. three combined 7 and 8 classes).
- c. When necessary, combination grades across divisions will follow the guidelines assigned to the lower division.

CLASS SIZE GUIDELINES

The chart provided below is meant to guide the Principal while determining student placements and teacher assignments. The chart will be used in conjunction with the *Student Placement Procedures*.

Division Suggested Class Sizes

Junior Kindergarten

20 – 22

Senior Kindergarten

20 – 25

Grades 1-4

20 - 25

Grades 5-8

25 - 28

A recommendation to divert from the *Class Size Guidelines* must be presented to the Board with the approval from the Principal and input from the intended classroom teacher(s).

STANDARDIZED TESTING

The school conducts formal testing of all students in all grades. The Measure of Academic Progress (MAPS) is administered to grades 1-8 three times a year. MAPS is an ongoing measure of academic progress, and it helps us to monitor student development. MAPS also provides us with an indication of how our students compare academically with students throughout Canada. The results of these tests are available to parents and are kept in the students' OSR. MCS does not participate in the provincial (EQAO) in grades 3 and 6. These tests are very costly; their relevance to the MCS program is very limited, and we believe our current testing provides sufficient information.

CO-CURRICULAR POLICY**INTRODUCTION**

The goal of the co-curricular program at Milton Christian School is to develop well-rounded students who are enabled to develop their gifts for service in God's world. Along with the regular course of study at the school (curriculum), MCS also offers many related and complementary activities (co-curriculum) for students to enjoy. These activities include various sports teams (e.g. soccer, volleyball, basketball, hockey etc.), clubs (e.g. student council, drama & dance, choir, Eco, art etc.) and academic related opportunities (e.g. Science Fairs, Battle of the Books, Spelling Bees etc.). While participating in these events, our students learn to develop their skills, to work as a team, and to demonstrate sportsmanship in game play. The eagerness and enthusiasm of the students in regards to our co-curricular program is very evident and appreciated. The opportunity to participate in co-curricular activities is

limited, however, by two important considerations. The leadership and supervision of co-curricular activities will be equally divided amongst the staff and faculty of Milton Christian School.

1. Good Academic Standing

Students who participate in the co-curricular activities must maintain good academic standing in class, with special emphasis on completing assignments on time, demonstrating effort and participation in class, and in accordance with teacher expectations. The homeroom teacher, in conjunction with the principal and other teachers who instruct on a rotational basis, will determine good academic standing on a case by case basis.

2. Exemplary Conduct

Students who participate in the co-curricular activities must also display exemplary conduct in school and in the community. The homeroom teacher and the principal determine appropriate behaviour according to the *Student Code of Conduct* and a student's status in relation to the *Discipline Policy*. It is very important that our students understand their responsibility to always do their best for the glory of God in all areas of their lives.

3. Examples of Annual co-curricular activities

- a. Accelerated Reading Program
- b. Sports and Athletics
- c. Grandparents Day
- d. Chapel
- e. Music Program
- f. Mother's Prayer Group
- g. Student Council
- h. Drama Group
- i. Gala Dinner and other Fundraisers
- j. MCS Committee's

COMPUTER USE GUIDELINES

Computer guidelines for use:

- Computers are learning tools for the classroom. Learning tasks should be compliment to the curriculum.

- Students should not bring disks from home.
- Internet use needs to be closely supervised. Students are not to use it for personal nonschool related activities. Students will use e-mail only for assigned projects.
- Students are not to change parameters on the computers.
- Intranet – each student will log-on and log-off using their password.
- When installation of server is complete, they will save to their personal file on the server (hard drive).
- Avoid plagiarism
- Recommendations for Grade/subject appropriate software should be made to Computer and Program Committees. Damage/vandalism: when students deliberately change computer hardware format, this will be considered a serious act and be reported to Principal immediately

RETENTION & ACCELERATION POLICY

Retention Policy

We believe that all God's children are unique and special; therefore, parents and teachers recognize that children master material at different rates, that some mature faster than others, and that some may have learning difficulties. Others may have social and emotional problems that influence how well they do academically at school. In some cases the failure to master material may be the fault of programs and/or teaching strategies. Programs and teaching strategies will then have to be altered to meet the child's needs. Retention must be viewed as a final option, and whenever it is to be considered, the overriding notion must always be the well being of the child. Retention is, therefore, never something to be undertaken lightly. Children who are identified as being "at risk" are first of all to receive support from the special education teacher. The earlier the identification, the better it is for the child. Efforts, then, are to be made to identify "at risk" students as early as possible in their elementary school years so that support and modified programs can be developed for them. If retention becomes an option, then the following general guidelines are to be considered:

- (a) must benefit the student
- (b) generally done only once and then preferably in the primary grades
- (c) each case is unique and much discussion must be done with parents and school staff.

Furthermore, any decision must be based on the following:

The child's

- (a) academic achievement
- (b) standardized achievement scores
- (c) attitude
- (d) work habits
- (e) aptitude
- (f) age and size
- (g) emotional maturity
- (h) social maturity
- (i) daily work
- (j) learning style

The Principal upon the recommendation of the classroom teacher and any other teacher(s) makes the decision for the retention, or the acceleration of all students involved in the education of the student.

A review of past performance, standing in the class, standardized test results, skill development, social and emotional needs, and parental input are all factors in making the decision. In order that the child may indeed benefit from those recommendations that involve acceleration or retention, the school seeks the co-operation of the parents in each case. Much conferencing between home and school is essential. Parental acceptance of the decision is strongly advised. Usually the home and school concur in the decision. In all instances, the school retains the right to make the final determination.

Acceleration Policy

The school does not encourage acceleration due to social, emotional, and maturity factors in students. Occasionally there are children in the school who have exceptional ability: they are socially and emotionally beyond their peers, they exhibit a high level of self-motivation, they are curious, and they have standardized test scores that are much higher than the norm. For these children the enrichment program no longer serves their needs. In such a case the classroom teacher and/or the child's parents may recommend that acceleration be considered. A conference with the parents, classroom teacher(s), the special ed. teacher, and the Principal is arranged to review the factors leading to the recommendation. Preferably acceleration should be scheduled so that the child enters the new grade in September. However, circumstances may warrant acceleration anytime during the school year.

The following factors will be considered:
The child's...

- (a) I.Q. score
 - (b) emotional and social maturity
 - (c) age/size
 - (d) scores on the Canadian Tests of Basic Skills - at least 15 months above the norm.
 - (e) scores on standardized reading tests - at least 15 months above the norm.
 - (f) scores on specialized tests administered by the special ed. teacher.
 - (g) work habits
 - (h) experience and academic performance in the present grade.
- Careful consideration must be given to the social dislocation the child will experience.

I. ADMISSIONS AND TUITION

STUDENT ADMISSIONS POLICY

Admission Requirements

As part of the admissions process, Admission Committee Members and/or the Principal are to confirm the requirements and interview new families. The interview visit is scheduled once all required paperwork is completed and submitted.

1. **Registration Forms** must be completed and signed.
2. **Student Enrolment Agreement** must be signed.
Each year at the time of re-registration, families are asked to review and sign the Student Enrolment Agreement stating they remain in compliance with the requirements.
3. A **non-refundable application fee** of \$500.00 is required from each new enrolling family at the time of Registration.
4. **Tuition Payment Procedures** must correspond with current tuition policies.
5. Any other information material deemed appropriate by the School Administrator may be made available to the families.
6. The interviews and visits for new registrations, or any with changing needs, should assess the needs of the student and the subsequent ability of MCS to provide for them. (See Special Needs Policy)
7. Students are considered enrolled once a letter is issued by MCS to the family stating successful enrolment.

Admission Checklist:

The student admission process at Milton Christian School involves the following steps:

1. Meet with the Principal and tour the school.
2. Review the Admission Information Package.
3. Complete Registration Forms, Enrolment Intent form and Tuition Schedule Pledge Form with submission of \$500 application fee.
4. School Enrolment Confirmation Letter to be received by parents.

After confirmation of enrolment, the following will need to be filled out and submitted to the school office to complete the registration process:

- Tuition Payment Schedule signed
- Tuition payments submitted

Additional school information regarding activities (Before/After School Program, Learning Centre, Hot Lunch Program) are sent home.

STUDENT PLACEMENT PROCEDURE

CRITERIA

There are many factors that influence the classroom placement of a student. These include both individual and entire classroom needs. The factors listed below give some examples of specific educational needs:

- Physical, behavioral, cognitive etc.;
- Class dynamics and management issues;
- Peer relationships;
- Class size (refer to Educational Factors Affecting Class Sizes listed in *Class Size Guidelines*);
- Gender balance, and;
- Special education needs and programs.

PROCEDURE

1. In early June, the Principal will advise current school parents using the school newsletter that they may communicate major concerns regarding the classroom placement for their child(ren) in writing through the use of an email or letter. This information will be one consideration during subsequent meetings to determine student placements.
2. After the deadline to communicate major concerns has expired, the Principal will schedule placement meetings with the applicable staff.
3. The Principal, after considering the input from parents and staff, will decide on the class placement of each student.

4. Class lists will indicate the student's classroom placement. Parents will receive the class list before the first day of the upcoming school year.
5. Parents may appeal the Principal's class placement decision directly to the Board at a scheduled meeting.

TUITION INFORMATION AND POLICIES

Attached is important information regarding tuition and fees for the 2017/18 school year. The 2017/18 Tuition Form and postdated tuition/fee payments must be completed and returned to Milton Christian School on or before **May 1, 2017.**

One of the changes implemented for the coming school year is that the historical student activity fee will be rolled into the regular tuition rate, eliminating the need to write a separate check for student activity fees.

MCS does not have a re-enrolment process. All students currently enrolled at MCS have secured placement year to year. Once registered, students will be considered consecutively enrolled unless written notice is given on or before May 1st, 2017.

- There is a \$500 application fee for new enrolling families.
- Milton Christian School has current and future capital costs and as such; all enrolled, and new enrolling families, will be charged a \$3000, Capital levy (CAF) fee designated for capital purposes. This is a one time, per family Capital Levy. Flexibility will be granted to families regarding the payment of this fee. For example, the CAF can be paid on a monthly basis at a minimum of \$100/month for a maximum of 30 months. Families can choose to exercise the option of paying more than \$100 a month, or the fee up front, if they choose to. As the CAF is considered a part of tuition, it will be receipted accordingly. The CAF started on August 1st, 2016, and amounts submitted towards the CAF will be deducted from the total owing.
- Tuition/CAF can be paid over 12 months from Aug 1st or 15th, 2017 to

July 1st or 15th, 2018. Annual and Semi-Annual payment options still exist.

- Post-dated cheques, or Pre-Authorized (PAD) withdrawal forms are due no later than May 1st, 2017. If requirements and post-dated Cheques/PAD forms of currently enrolled students are not submitted by May 1st, 2017, a \$250 re-application fee will apply.
- The Milton Christian Education Association does have a bursary program for qualifying families. Please request a bursary application, and submit it confidentially to the principal.

Application Fee—A non-refundable \$500 application fee is due from new families applying for enrollment at Milton Christian School.

The school offers several options for tuition payment:

Monthly – Starting August 1st, 2017, payment is made on the 1st or 15th of the month for a 12 month period. Post dated cheques, or Pre-Authorized withdrawal (PAD) forms for August 2017 through July 2018 for the entire school year are due on or before May 1st, 2017.

Semi-Annual – Annual tuition assessment is payable in 2 payments (50/50) with post dated cheques submitted on or before May 1st, 2017, made payable for August 1st, 2017 and January 1st, 2018.

Annual - Annual payment for the entire school year's tuition assessment submitted by May 1st, 2017 made payable for August 1st, 2017.

Note: Post Dated Cheques/Pre-Authorized Withdrawal forms for tuition payments are due no later than May 1st, 2017.

A Re-Application fee of \$250 is applied beyond this deadline date.

MCS is operated by the MCEA as an independent, not-for-profit, Christian elementary school. As such, we do not receive any funding from governments or other organizations or institutions. In order to operate our school, including facilities, payroll and other costs, we are wholly reliant on tuitions to operate the school on a day to day basis. The timely payment of all tuition and program fees are essential to our providing the services of the school.

Tuition and program fees not paid by the due date is considered in

arrears.

When arrears reach 7 days from the due date a notice is sent to the family requiring immediate payment. If arrears exceed 30 days or there are more than 2 incidents of arrears (for any length of time) in a school year the school reserves right to rescind enrollment of the family's student(s). It shall be the responsibility of the parent/guardian to inform the Principal that they will be unable to meet the required payment by the deadline.

Upon registration, tuition paying parents/assignees are legally bound to make the respective tuition payments. Tuition paying parents/assignees have entered into a legal contract with the Milton Christian Education Association whereby, MCS agrees to provide certain services, and the parents/assignees agree to pay a certain fee for those services.

With the exception of Grade 8 graduating students, parents/assignees who decide to withdraw students from enrollment at MCS are required to provide written notice of 30 days. Tuition will be refunded according to the following schedule:

- Withdrawal prior to Sept 1st - 30% of tuition is required—70% of total tuition will be refunded/returned.
- Withdrawal after Sept 1st and before Dec 31st - 60% of tuition is required—40% of total tuition will be refunded.
- Withdrawal between Jan 1st and Mar 1st - 80% of tuition is required—20% of total tuition will be refunded.
- Withdrawal after Mar 1st - No refund. All tuition is payable/required.

Cheques returned to the school for non-sufficient funds (NSF), put the family in an arrears situation. An NSF charge of \$48.00 is charged to the family. The school is not responsible for cash payments unless paid and receipted at prescribed times and to the designated person. Please do not send cash through the mail or leave cash payments un-receipted and unattended.

Families who de-enroll students before the completion of semester one and/or semester two have not completed the program of study, and are therefore not entitled to receive final report cards.

WAITING LIST POLICY

A waiting list will only be established for those families and students who have received confirmation of tuition-paying status from the Board of

Directors after successfully completing the admissions and membership procedures.

CONSIDERATIONS:

1. Families may be permitted to enroll one child (instead of all children) if an opening is available in the appropriate grade but not in other relevant grades. Generally, all school age children of the applicant family should be enrolled at Milton Christian School if openings are available.
2. Higher priority will be given to families who already have (a) child(ren) attending MCS.
3. Higher priority may be given to families who are transferring from Christian Schools International (CSI), Ontario Alliance of Christian Schools (OACS), or Association of Christian Schools International (ACSI) member schools from outside the Halton Region.
4. After referring to the considerations listed above, families will be added on a "first come, first served" basis.
5. Class sizes are subject to the *Class Size Guidelines*. Numbers may exceed those guidelines with Board permission. If a family withdraws, a new student may not necessarily replace that student if the numbers still exceed the guidelines, unless the Board rules otherwise.

INTERNATIONAL STUDENTS

I. INTERNATIONAL STUDENT DEFINITION:

A student who is not a Canadian citizen or permanent resident of Canada, currently studying with a legitimate student visa from their home country.

II. ADMISSIONS:

- a) All International Students must provide the school with the following documents: (Photocopies are acceptable.)
- Birth Certificate or other proof of age
 - Passport
 - Valid Student Visa
 - Proof of Valid Health Insurance and completion of Medical Information Form
 - Valid documentation of English Language Proficiency (IELTS, TOEFL) – (if leveling is requested by the school)

- Guardianship profile
- Copy of student's past report cards (translated into English)
- The family is responsible for applying for passports and visas.

Photocopies of these documents must be provided to the school.

b) Before admissions process is considered to be complete, the following are required:

- Submit full payment of tuition and all other applicable fees.
- Student and his/her guardian (while living in Canada) must complete a personal interview with two members of the Membership Committee.
- Acceptance by the board of MCS
- Students are required to enroll for full-time study only (Sept.-June)

III. ENROLMENT AND ENROLMENT LIMITS:

- Milton Christian School's Student Admission Policy & Procedure governs all enrolments, including International Students.
- The maximum number of International Students per class is two. This number may represent any percentage of the class.
- The total International Student population of the school is not to exceed 5% of the total school enrolment.
- If class space is limited, preference will be given to Canadian/existing families.
- International Students will not be enrolled if prospective class contains students with high/special needs.

IV. COST:

The Board of Directors will determine the tuition cost of International Students annually. This cost must be paid in full at the beginning of each school year and is set per student. * Payments are non-refundable if the student is withdrawn during the school year.

* Additional fees may also apply.

V. SUPPORT NETWORK:

a) Age/Grade Placement:

- International students will be considered for children aged from grade 3 - grade 8 only.
- Our general procedure will be to place International Students at the age appropriate grade levels so that the peer group will be most beneficial to the students' social/emotional interaction and development.

However, there may be exceptions made due to class sizes and student ability. International students may be provided with a supplementary ESL program in addition to daily academic grade level tasks.

Additional Guidelines:

1. Milton Christian School provides a day school program only. We do not have boarding facilities at the school.
2. Students will be admitted on a yearly basis. Tuition and associated fees will be prorated accordingly.
3. Following the guidelines of the existing ***Student Admission Policy & Procedure***, only international students from Christian families will be admitted.
4. International students will only be admitted to classes where there is space and staff to adequately provide for their language and learning needs.
5. Students will be assessed by the Resource teacher to determine their level of English proficiency. They will then be placed in a class as close as possible to their age level.
6. Students admitted will be subject to the school's ***Discipline Policy*** and must comply with our ***Student Code of Conduct***.
7. It is the responsibility of the international student's family to obtain a passport, student visa and medical insurance before beginning their studies at Milton Christian School.

School's Commitment

The school will assist international students to comfortably integrate within their new school community by:

1. Providing clarification and guidance through the admissions process.
2. Extending a Christian welcome from the school community that will facilitate answers to general questions about moving into the community.
3. Arranging early ESL (language) testing to enable the appropriate placement of the student in the school.
4. Providing regular reports on the progress of those students that have been defined as requiring additional help adjusting as a result of language challenges.
5. Providing an excellent Christian academic education for the international student.