



45 Bruce Street
Milton, Ontario L9T 2L5

905-878-0550

Visit
miltonchristianschool.com

MCS Parent Handbook

Principal: Mr. Howard Martin
Vice Principal: Mrs. Christine Klein-Geltink
Administrative Assistant: 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!

Bible Theme Verse for 2022-2023

Don't look out only for your own interests, but take an interest in others, too. You must have the same attitude that Christ Jesus had.

Philippians 2:4-5 11:25

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A. Principal Welcome Message

As we enter the new school year, it is my privilege to welcome both new and returning students and families to Milton Christian School. The staff, the MCEA board of directors and I are thrilled to work with this group of children.

At Milton Christian School we create an environment that is centered around Christ. Our staff work diligently to develop Christian character and equip students with the tools they need to grow academically and spiritually. We encourage critical thinking and risk-taking through interactive lessons, technology and the creation of a safe and encouraging learning environment.

Our staff and faculty are life-long learners. We are continually developing our teaching practices so that we can better serve our students. It is important to every teacher that we see the students through God's eyes, with limitless potential and immensely treasured.

As we enter this new phase of Milton Christian School's future and look toward the development of a new building, we are excited to find out what God has in store for MCS and the town of Milton. A Christian school in the heart of Milton has the potential to impact the lives of children for decades to come. I encourage every family to hold this exciting future vision of MCS in their prayers throughout the year ahead.

May the Lord richly bless you and your loved ones as the new school year commences. My door is always open to answer questions, address any concerns, or simply get to know you and your family even better.

Blessings,
Mr. Martin

B. MCS STAFF AND LEADERSHIP

MCS STAFF

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	– Mr. Howard Martin
Vice-Principal	– Grade 4 – Mrs. Christine Klein-Geltink
Administrative Assistant	– Mrs. Onyi Oyedele
Bookkeeper	– Mrs. Kim Hagen
Business Manager	- Mrs. Joline Hanna
Maintenance	- Mr. Oreleo DeCanha
Educational Assistant	- Mrs. Joy Rabe
Kindergarten	– Ms. Deanna Killam
Grade 1	– Mrs. Charmaine Coke
Grade 2	– Mrs. Cathy Alava
Grade 3	– Ms. Erika Dors
Grade 5	- Mrs. Heather Gillham
Grade 6	- Mrs. Bethany DeGier
Grade 7	– Ms. Catherine Magat
Grade 8	- Mr. Marvin Bierling
Spec. Ed. Coordinator	- Ms. Sarah Sasaki
Grade 6/7 Bible	– Rev. Jim Danielson
Music	– Ms. Stephanie Kroezen
French	- Mrs. Maria Luna

2022-2023 MCEA Board of Directors

Mr. Daniel Felix – Chair
Mrs. Laurene Redding – Vice Chair
Mr. Moses Muniu - Treasurer
Mr. Michael Nessim- Secretary
Mr. Mikhail Hanna



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C. Theme Verse For 2022-2023

Don't look out only for your own interests, but take an interest in others, too. You must have the same attitude that Christ Jesus had.

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D. 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.

F. GENERAL INFORMATION AND ROUTINES

Milton Christian School - School Hours/Schedule

Entry: 8:05am

School Begins: 8:30am

1st Nutritional Break (Snack and Recess) – 10:15am—10:55am

2nd Nutritional Break (Lunch and Afternoon Recess) – 1:10-1:55

Dismissal: 3:30pm

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 will implement 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.



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Families with students in grade 6—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 6-8 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 5 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 round-about. To avoid significant traffic disruptions, do not enter the school parking lot heading westbound on Pearl Street.

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 3:45 p.m. 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 JK, SK, 1, 2, 3, 4, 5 etc). Parents and/or designate should pick up students between 3:30 and 3:45 pm, using the same systems delineated for drop off.

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. 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.

MILTON CHRISTIAN SCHOOL

STUDENT ATTENDANCE PROTOCOL

RATIONALE:

Student attendance record-keeping is a significant school function because the school has a custodial responsibility for all its students. Parents rightfully assume that Milton Christian

<p>School is taking in their children and monitoring their presence until the parents come to retrieve them. The Government of Ontario expects all schools, public as well as private, to track student attendance diligently. The safety and security of school children remains the greatest responsibility that our school assumes when we enroll students.</p>	
<p>Parent Responsibilities:</p>	<ol style="list-style-type: none"> 1. Parents must bring their children to school on time and be on time for pick-up after school. 2. Parents must notify the Administrative Assistant and the Classroom Teacher by email or phone call if their child will be late or absent. 3. Parents who bring children late to school must go to the Administrative Assistant to receive a Late Slip to enter class.
<p>Teacher Responsibilities:</p>	<ol style="list-style-type: none"> 1. Teachers must check their school emails promptly in the morning to receive any notification that a student may be late or absent for the day. 2. Teachers must complete the weekly attendance sheet recording any late or absent students and submit it to the office no later than 8:45 AM. 3. Teachers must record behind every student an attendance code: <ol style="list-style-type: none"> a. P – present b. AB – absent with notice c. AWO – absent without notice d. L – late (if already verifiable by teacher, otherwise AB or AWO) 4. Teachers must not speculate when completing the attendance sheet; absence information must be correct at the time of compilation. 5. Teachers will require a Late Slip for any student entry into class after attendance has been taken and sent to the school office. This ensures that all students are properly accounted for as they come to school. 6. Teachers will enter the tabulated attendance records received from the Administrative Assistant for proper inclusion onto the MCS Report Cards.

<p>Administrative Assistant (AA) Responsibilities:</p>	<ol style="list-style-type: none"> 1. The AA will prepare the attendance sheets for each class in advance of the school year and update the listing as student enrolment changes occur. 2. The AA must receive all attendance sheets by 8:45 AM. If they have not been delivered, she must get them. Persistent problems with late / non-delivery of these sheets will be reported to the Principal. 3. The AA will call the parents of all students who are marked AWO to determine where these students are located. These calls and their follow-up need to be made by 9:15 AM. Any children not accounted for must be reported immediately to the Principal (or Vice-Principal in his absence). 4. Students arriving late for school will be given a Late Slip to be able to enter their classroom. 5. The AA will update the entries of each attendance sheet as students arrive at school during the day. 6. Students can be marked present or absent for a ½ day by the AA. 7. In case of an emergency exit or a fire drill, the AA will be responsible for taking the attendance binders out of the school for the teachers. 8. At the end of the day, the AA will return the weekly attendance sheets to the classroom teachers for use for the next day. 9. Once a new week has begun, the AA will remove the previous week sheets from the teacher binders and file them for future reference. 10. At the end of the year, once the final attendance records have been posted to the Report Cards, the AA may then shred the school years' worth of weekly attendance sheets.
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<p>Principal Responsibilities:</p>	<ol style="list-style-type: none"> 1. The Principal must ensure that the attendance protocol is clearly understood by parents by proper inclusion into the MCS Parent Handbook. 2. The Principal must review this attendance protocol every year before school begins with all teachers and related office staff. 3. The Principal must ensure that the protocol is followed by all staff as intended. 4. The Principal must personally monitor the situation when a child is not accounted for and make a missing child call to the police if the child remains missing. A call to update the MCEA Board Chairperson will also need to be made if the police are contacted. 5. The Principal must contact parents whose children are repeatedly late or absent to determine the cause of the attendance problems and to encourage better attendance. 6. The Principal must ensure that the attendance records kept are accurately reported on the Report Cards.
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MCS DRESS CODE

Monday, Tuesday, Thursday, and Friday Dress Code

General

- Vulgar or obscene words or graphics on clothing are prohibited on the MCS campus. Any depiction of sexually suggestive expressions or actions, profanity, obscenity, drugs, violence, alcohol, or tobacco, or which degrade the integrity of individual groups are strictly prohibited
- Avoid see-through material

Skirts, Shorts and Pants

- All bottoms must be an appropriate length, opaque and cover underwear

Shirts and tops

- Must have modest necklines and cover undergarments, back and midriffs.
- Shirts must be opaque and cover nipples.
- Strapless tops, off shoulder shirts are not allowed.

Appropriate Footwear

- Non- marking indoor shoes are required
- Avoid footwear without a back strap or that poses a falling risk. For example, flip flops, platform shoes, or shoes with wheels

Accessories

- Hats or caps may be worn outside of the building only.
- For safety reasons, avoid excessive and/or large jewelry

Wednesday Dress Code

- White or Navy-Blue polo shirt. (No logo required). If you have old uniform polo shirts and would like to wear them, feel free to do so.
- Navy-Blue or Black pants/shorts
- Regular indoor shoes work well. No need to purchase black dress shoes for chapel day.

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.

Technology Policy

Purpose:

The purpose of the Computer policy is to ensure a safe and transparent environment for staff and students at Milton Christian School. All devices, hardware, software, internet use, and email are governed by this policy. This policy governs students as well as staff members.

Roles:

The Principal/IT Person – Can review any electronic files they deem necessary to make sure that staff/faculty and students are using the system appropriately. The staff and students will be made aware that files/emails will be checked if needed.

Staff/Faculty – The staff and faculty of MCS should use the devices/network/email provided for work related purposes. Staff/faculty are aware that their files can be viewed by the Principal/IT person if needed and should not assume that their work files/email are private.

Teachers – Are to ensure students are using their devices appropriately. If they notice a student not using their device in an appropriate manner, they will refer to the MCS Student Code of Conduct. Teachers should use their professional judgement when reporting infractions to parents and the Principal.

Students - Milton Christian School students are expected to treat their devices with respect and use the internet in an appropriate way. The use of the Milton Christian School network is a privilege, not a right and use of the network will be taken away if the student is deemed to not be using their devices appropriately. Abusive language on a device or chat group of any form will not be tolerated at MCS. Students should ask permission before downloading any programs on an MCS device.

The rules listed below are to be followed by MCS staff and students. If a student is not following these rules it will be taken seriously and the teacher will refer to the MCS Code of Conduct.

1. Do not use your device to harm anyone or anything.
2. Do not damage the device in anyway. If damage does occur and it was deemed to be deliberate or because of carelessness, a replacement fee may apply.
3. Do not plagiarize or violate copyright laws. Students should clarify with their teachers on how to use information off the internet in an appropriate way.
4. Do not view or send inappropriate messages or pictures. If a student views something unintentionally, they should report it to an adult.
5. Do not share passwords.
6. Do not go onto another student's device without permission from a teacher.

Student use of email – All students in grades 1-8 have a secure gmail account so they can access Google Apps for Education. Students are to only email home during the school day with the permission of the teacher. If a student needs to talk to their parent during the school day, they can ask permission to go to the office and make a phone call home.

Cell Phones - The MCS board and administrative team recognizes that students may need cell phones at school for after school activities. However, cell phones must remain in school bags throughout the day unless the student is given permission by the classroom teacher to phone or text home. If a cell phone is taken out of the school bag during the day without permission, the classroom teacher can confiscate the phone for the day. The device should be returned by the end of the day. If a student continues to violate the cell phone policy, further disciplinary action can be taken at the discretion of the classroom teacher and/or the administrative team.



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*Milton Christian School is not responsible for a lost or stolen device.

A violation of the above rules will be taken seriously and dealt with accordingly. A student may lose the privilege of using a device if deemed necessary and disciplinary actions may be taken from the MCS Code of Conduct.

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 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.

PIZZA DAY/TASTY TUESDAY/PITA DAY

Milton Christian School offers a variety of lunch options on Tuesday, Wednesday and Friday.

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



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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.

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



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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, Facebook, and email.

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 8:40 to 9:25am. 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



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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 in our tuition. 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. Have valid Police checks on file
2. Approved by the principal to attend an overnight field trip.

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.

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*



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standards and provisions, possesses the freedom to function in education in total and voluntary submission to Christ the King.