



Application Process:

- ◆ Completed application packages must be submitted to the office.
- ◆ All applicants will be notified of the status of their application during the week of April 18-22, 2022
- ◆ Successful applicants will be required to set up their MCSS Fees at the Calvary Community Church office by May 20, 2022.

Application Checklist:

- ◇ Completed EPSB Registration Form **(for new to Edmonton Public Schools applicants)**
- ◇ Completed Millwoods Christian School Student Information Form
- ◇ Code of Conduct **(to be signed by each student enrolling at MCS and parents)**
- ◇ Parent or Guardian Letter **(one per family)**
- ◇ Student Letter **(for grades 4-12 only)**
- ◇ Copy of Birth Certificate, Passport or other Canadian Citizenship documents
- ◇ Custody or access documentation **(if applicable)**
- ◇ Copy of a most recent progress report
- ◇ Copy of an Individual Program Plan or current Learner Support Plan and other assessments **(if applicable)**
- ◇ Kindergarten Applicants—Please include a day care or pre-school report. **(if available)**

Applications with incomplete or missing forms will not be considered

| | |
|---|-----------------------------|
| Parent E-Mail Contact (please print clearly) | |
| Student Name: _____ | Next Year Grade ____ |
| 1. _____ | |
| 2. _____ | |



**STUDENT INFORMATION FORM
For New Enrollments**

Student Legal

Name: _____ Preferred: _____

Birthdate: (dd/mm/yy) _____ Male ___ Female

Home Phone: _____ Parent E-Mail: _____

Parent Cell Phone _____

Other Information:

Siblings currently attending Millwoods Christian School:

None or Name: _____ Grade (Next Year)

Name: _____ Grade (Next Year)

Siblings applying to attend Millwoods Christian School:

None or Name _____ Grade (Next Year)

Name _____ Grade (Next Year)

Guardianship, Custody or Access Rights:

Does a legal document exist in regard to custody or access? Are there legal documents stating security information?

No Yes No If yes to either question, please provide copies of current documentation.

Medical Management Plan Form:

Does your child require a medical management plan due to a serious condition such as anaphylaxis, diabetes, etc.?

Yes No

Students who Require Specialized Supports and Services

Is your child currently identified as requiring specialized supports and services or identified with special education needs?

YES NO

If Yes, what is the Alberta Education coding? _____

Does your child currently have (or has had in the past) an IPP (Individualized Program Plan) LSP (Learner Support Plan)?

YES NO

Kindergarten Registrations Only:

- Choose One: **AM** or **PM** or **Either** (please circle your choice)
- Will your child be attending MCSS Before and After School Care Program?(one) **YES** or **NO** (please circle)
- What is your reason for choosing AM or PM Kindergarten? (please be specific)

NOTE: Parental choice will be taken into consideration, however, we cannot promise that all students will be placed in the class of their choice. If the above information changes, please contact the school office immediately.

I acknowledge the above information to be true, correct and complete and verify that all information contained in the application is correct. I consent to the release of information to allow school authorities to fulfill their obligation under the *School Act*.

Parent/Guardian Signature _____ Date: _____

STUDENT CONDUCT

To ensure that Millwoods Christian is a positive learning environment for everyone, all students are expected to comply with expectations set by our school District, as well as school rules which are in place for the benefit of all members of our school community.

Through Board Policy HG.BP—Student Behaviour and Conduct, the Board expects that students behave in accordance with Section 12 of the *School Act*. Section 12 states that students will conduct themselves so as to reasonably comply with the following Code of Conduct:

- ◆ be diligent in pursuing the student's studies;
- ◆ attend school regularly and punctually;
- ◆ co-operate fully with everyone authorized by the Board to provide education programs and other services;
- ◆ comply with rules of the school;
- ◆ account to the student's teachers for the student's conduct;
- ◆ respect the rights of others;
- ◆ ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- ◆ refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means; and
- ◆ positively contribute to the student's school and community.

Furthermore, students are expected to:

- ◆ resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. Strategies for addressing conflict between students may include counselling, mediation, or forms of restorative practice;
- ◆ use school and personal technology appropriately and ethically; and
- ◆ ensure that they conduct themselves with academic integrity and refrain from and report all incidents of academic misconduct including, but not limited to, cheating and plagiarizing.

Plagiarism

Plagiarism occurs when someone uses another person's ideas or work without giving credit to that person. Examples include, but are not limited to:

- ◆ Material copied word for word, including information from printed, online or in-person assistance, without the source being indicated.
- ◆ Paraphrased material that too closely resembles the original source.
- ◆ Getting help from someone in completing an assignment without giving credit. A student who has committed plagiarism will receive a mark of zero on the assessment.

STUDENT DRESS CODE

At Edmonton Public Schools, students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity and respect and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type.

Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment.

Regular Attendance - It's the Law

Regular attendance is strongly linked to student academic success and a student's sense of belonging at school. The Education Act reminds parents and students that students are expected to attend school and be punctual every day. Students are only considered to be excused from attending school if they must be away due to:

- ◆ Sickness or other unavoidable cause.
- ◆ The day being recognized as a religious holiday by the religious denomination that the child belongs to.
- ◆ Suspension or expulsion.
- ◆ An exemption from compulsory attendance granted by the Board for a defined period of time.

STUDENT BEHAVIOUR AND EXPECTATIONS AT MILLWOODS CHRISTIAN SCHOOL

In addition to adhering to the behaviour expectations outlined in Section 12 of the School Act and Edmonton Public School's board policy HG.BP, students at Millwoods Christian are expected to:

- ◆ respect that we are a diverse and multicultural K-12 community and as such, behave as a mentor and positive role model for students of all ages. This includes, but is not limited to: honouring diversity; choosing respectful language and expression; dressing modestly; being courteous in shared spaces; exhibiting positive attitudes; encouraging others in their academic and spiritual development.
- ◆ respect that we are an alternative Christian program and as such, support and participate in programming designed to honour and celebrate Christian teachings, traditions and practices.
- ◆ acknowledge that the safety of our students and staff is a priority. To assist in creating a safe environment, everyone is expected to:
 - remove their hats, hoods, sunglasses or other items that might potentially conceal their appearance when they enter all school buildings;
 - keep backpacks, personal devices and earbuds/headphones stowed in lockers or in designated areas of classrooms unless directed otherwise by staff;
 - direct all visitors to report to the school office upon arrival on campus. As a closed campus, school administration reserves the right to deny visitor passes and unregistered visitors will be escorted off campus immediately. Additional legal measures will be taken as required to ensure the safety of all staff and students.
- ◆ be a positive representative of the Millwoods Christian School community by conducting themselves in a way that honours and reflects the teachings of Christ.

SCHOOL RESPONSES TO UNACCEPTABLE BEHAVIOUR

Unacceptable behaviour may be grounds for disciplinary action which provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development.

The specific circumstances of the situation and of the student are taken into account when determining appropriate responses to unacceptable behaviour.

When a student engages in unacceptable behaviour, consequences may include, but are not limited to:

- ◆ temporary assignment of a student to an alternate supervised area within the school
- ◆ short term removal of privileges
- ◆ interventions such as positive behaviour supports, contracts, counselling, restorative practices
- ◆ replacement or reimbursement for loss of or damage to property
- ◆ in-school or out-of-school suspension
- ◆ referral to Attendance Board
- ◆ recommendation for expulsion

WALKING FIELD TRIPS

At times throughout the school year, with the administrative approval, a class may use their assigned instructional time utilizing off campus facilities and attractions within a 3 km radius.

MILLWOODS CHRISTIAN ELECTRONIC COMMUNICATION

Millwoods Christian School provides information to parents via your SchoolZone account and electronic communication. Canada's antispam legislation (CASL), which came into effect on July 1, 2014, requires us to obtain your consent to continue to receive electronic communication. Since our relationship with you is important to us, we would like to continue providing you with the information that is relevant to you and your family via the email addresses you have provided the school. By signing below you are providing consent to receive our electronic newsletter. Please contact the office if you are changing email information.

SUPERVISION AGREEMENT

Supervision of students is provided each morning 15 minutes before school begins and after school for 15 minutes. **Students must be picked up or be on their way from school within 15 minutes of dismissal, every day.** The exceptions to this include school sponsored supervised activities. Students are required to be in designated areas while waiting for their parents. **If emergency arrangements are required, parents must contact the office.**

COMMITMENT TO CHRISTIAN PROGRAMMING

We are a Christian Alternative Program in Edmonton Public Schools and will teach all of our subjects and extra curricular activities through a Christian perspective with Jesus Christ at the center of all we do. Students are expected to participate in all Christian programming including Christian Studies classes, chapels and retreats.

By signing this document, you are indicating your commitment to support all Christian programming at Millwoods Christian School.

Declaration by Parent/Guardian, and Student

(please list students enrolling for the 2022-2023 School year)

I have read and am aware of the expectations and agree to adhere and abide the 2022-2023 Millwoods Christian School Code of Conduct, Walking Field Trip, Supervision Agreement and commitment to Christian programming.

Student Signatures are required for students entering Grades 4-12.

| | | | | |
|-------------|--------------|---------------------|-------------|--------------|
| 1. Student: | _____ | _____ | Date: _____ | Grade: _____ |
| | (Print Name) | (Student Signature) | | |
| 2. Student: | _____ | _____ | Date: _____ | Grade: _____ |
| | (Print Name) | (Student Signature) | | |
| 3. Student: | _____ | _____ | Date: _____ | Grade: _____ |
| | (Print Name) | (Student Signature) | | |
| 4. Student: | _____ | _____ | Date: _____ | Grade: _____ |
| | (Print Name) | (Student Signature) | | |
| 5. Student: | _____ | _____ | Date: _____ | Grade: _____ |
| | (Print Name) | (Student Signature) | | |
| 6. Student: | _____ | _____ | Date: _____ | Grade: _____ |
| | (Print Name) | (Student Signature) | | |

| | | | |
|------------------|--------------|--------------------|-------------|
| Parent/Guardian: | _____ | _____ | Date: _____ |
| | (Print Name) | (Parent Signature) | |

| | | | |
|------------------|--------------|--------------------|-------------|
| Parent/Guardian: | _____ | _____ | Date: _____ |
| | (Print Name) | (Parent Signature) | |



PARENT OR GUARDIAN LETTER

Thank you for your interest in Millwoods Christian School. Please tell us a bit about your family and why it is important for your child/children to be educated from a Christian perspective.

Parent/Guardian Signature _____ Date _____

(By signing this letter you are agreeing to support and have your child participate in the Christian Program at Millwoods Christian School).



STUDENT LETTER (Grades 4-12)

Preparing Minds for Leadership, Hearts for Service

Student's Name _____
(First Name) (Last Name)

Next Year Grade in 2022-23: _____

To help Millwoods Christian School get to know you better, please respond to the following:

1. Why do you wish to receive your education from a Biblical perspective?
2. Tell us about your relationship with Jesus Christ.

Student Signature _____ Date _____

(By signing this letter you are agreeing to support and participate in the Christian Program at Millwoods Christian School).