

2018-2019
Apostles of Jesus School
Elementary Handbook



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🌐 www.cssd.ab.ca/schools/apostlesofjesus

🐦 @AOJ_CCSD

Home of the Defenders



Welcome Message

On behalf of the learning community of Apostles of Jesus School we extend a warm welcome to all of our partners in learning to join us as active participants who learn and grow alongside one another in faith, academics, athletics and the arts. We strive to capture the essence of our school through the following:

We are a Catholic School. This means that we follow in the footsteps of our Lord, Jesus Christ and celebrate the teachings, mysteries and glory of the Church. We are a Catholic Community of Caring School. This means that through a variety of activities we teach and celebrate with our student's six core values: respect, responsibility, caring, faith, family, and trust. We believe that as defenders, we are each called by name to persevere in truth and to walk alongside one another in love to serve and build our unique learning community with Jesus Christ our Lord, the rock of our faith. These values provide a firm foundation for the root of our teaching and create authentic learning opportunities for all learners.

It is our hope that you and your child (ren) will find Apostles of Jesus School to be an enriching and safe learning environment that captures and celebrates the culture and essence of our faith community. We invite our students to involve themselves in their learning and to actively participate in the various school activities so that they can reach their full potential academically, physically, spiritually, socially, and aesthetically.

We hope this handbook will provide you with valuable information about our school community at Apostles of Jesus School and our expectations for all students who attend. We encourage you to contact teachers or the administration with any concerns you may have throughout the year. Please do not hesitate in contacting us at 403-500-2129 if you have any questions pertaining to the contents of this handbook or the daily life of the school.

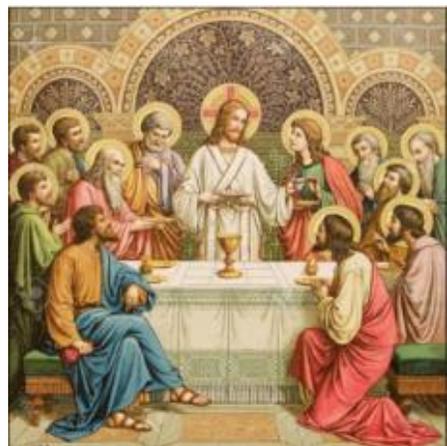
The staff and administration look forward to learning and growing alongside you and your child, as we launch a wonderful year of teaching and learning.

Yours in Learning,
Mrs. Jennifer Orr, Principal
Mr. Grant Murphy, Vice Principal
Mrs. Melanie Ruskowski, Assistant Principal

Patron Saint

Apostles of Jesus

The word "Apostle" comes from the Greek *apostello* meaning "to send forth". The title, Apostles of Jesus, is used to refer to the 12 disciples Jesus called to send forth with a special mission. The Apostles include, Peter, Andrew, John, Philip, Bartholomew, Thomas, Matthew, James (the greater), James (the lesser), Jude, Simon, and Judas (some lists omit Judas). These men, whose names are recorded in Matthew 10:1-4, Mark 3:13-19, and Luke 6:12-16, are distinguished from the large group of disciples (students and followers of Christ) by their formal appointment, authority and duties. They are, for example, appointed to be the companions of Jesus, entrusted with the ministry of preaching the kingdom, and are given the power to cure diseases and cast out evil spirits.



Parent Responsibility

As partners in the education of our students, we appreciate the support we receive from our parent community to ensure success for our students. We are closely supported in this endeavor by our provincial government as outlined in the School Act from section 16.2

It states the following:

A parent of a student has the responsibility

1. To take an active role in the student's educational success, including assisting the student in complying with section 12,
2. To ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
3. To co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
4. To encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
5. To engage in the student's school community.

School Act – Section 16.2

Champion Statement:

A cornerstone of our schools is that every student has a champion. That every child has a one-on-one relationship with an adult in the school, and that the child knows who their champion is and the adult knows the children for which they are responsible.

*“Every child deserves a champion:
an adult who will never give up on them,
who understands the power of connection
and insists they become the best they can possibly be”*

-Pierson, TED Talks Education, 2013

School Calendar/Bell Times

Supervision is provided 15 minutes prior to the school start bell and 15 minutes following the end of day.

2018-2019 Bell Schedule			
KINDERGARTEN			
AM Entry Bell	8:10 am	PM Entry Bell	11:55 pm
Classes Begin	8:10 am	Classes Begin	11:55 pm
Dismissal	11:10 am	Dismissal	2:35 pm
ELEMENTARY			
Entry Bell	8:10 am		
Instruction	8:15 - 9:45 am		
Recess	9:45-10:00 am		
Instruction	10:00 - 11:30 am		
LUNCH	11:30 - 12:10 pm		
Instruction	12:15 – 2:35 pm		
Dismissal	2:35 pm		
JUNIOR HIGH			
AM Entry Bell	8:10 am		
Late Bell			
TA (attendance/announcements/distribution)	8:15 am		
Period 1	8:22 - 9:07 am		
Period 2	9:09 – 9:54 am		
Book Exchange/Nutrition Break	9:54 – 9:58 am		
Period 3	9:58 – 10:43 am		
Period 4	10:45 – 11:30 am		
LUNCH	11:30-12:10pm		
Warning Bell	12:10 pm		
Late Bell	12:12 pm		
TA (attendance/distribution)	12:12pm-12:16pm		
Period 5	12:16 – 1:01pm		
Period 6	1:03- 1:48 pm		

Homework Guidelines

The district recognizes meaningful, carefully-planned homework can support student success and be a complementary part of a student's overall learning program. The district also recognizes:

- The potential impact of homework on family life;
- The role homework may play in supporting students' self-confidence as a successful learner;
- The benefit of a district-wide, balanced, reasonable approach to homework.

The homework policy is further supported by specifics topics as outlined in Administrative Procedure 364:

1. Types of Homework
2. Guiding Principles
3. Holidays and weekends
4. Recommended times
5. Roles and responsibilities

[Administrative Procedure 364 - Homework](#)

[www.cssd.ab.ca](#) > [About Us](#) > [District Governance](#) > [Administrative Procedures](#)

HOMEWORK DUE TO ABSENCE

Short absences (1-2 days) do not usually require parents to request and pick up homework, unless the teacher deems it necessary.

Students who develop a regular routine of daily home reading beginning in grade 1 are much more likely to be academically advantaged for their entire academic career. In short, children who read do better. Advantage your child by supporting home reading

Electronic Devices

Governing the presence of and use in schools of electronic or mobile devices such as cell phones is subject to the expectations of learners under Section 12 of the School Act and is covered under the CCSD Student Code of Conduct (AP 351 - Sections 16 and 17). Specific to electronic mobile devices, the following unacceptable behaviors include but are not limited to:

- Acts of cyberbullying, harassment or intimidation;
- Breaches of digital online safety;
- Inappropriate use of mobile devices.

Each school is thereby authorized to establish, share publicly and implement site specific expectations and practices around the use of mobile devices as a component of its **Student Code of Conduct** and Progressive Discipline Plan.

All personally owned electronic devices are the sole responsibility of the student. The school is not responsible for loss or damaged items.

Mobile Devices

The use of student devices can have both very positive and very negative impacts on both learning and school climate and culture of Apostles of Jesus School.

Teachers will specifically define the **conditions** when cell phones are permitted to be visible and in use. There are three basic condition which are:

1. The cell phone use in the classroom is a component of instruction;
2. When students are engaged in independent work and permission has been given by the teacher;
3. When it is a non-instructional period such as lunch time, before school or after school.

Unless one of these three conditions are present, then it is assumed that the cell phone must be secure in the student's locker, book bag or pocket and NOT be visible or in use until advised by the teacher.

Failure to comply will result in the device being confiscated for either:

The remainder of the condition or instructional period as per the discretion of the teacher, OR

If turned into the office for safe keeping the cell phone will be kept for the remainder of the school day or until the parents can collect it as per the discretion of the administration.

These devices should NEVER be brought into or left in the PE change rooms.

District Internet Use

All staff, students and volunteers are required to sign the Acceptable Use Policy form annually.

[Administrative Procedure 351 - Student Code of Conduct](#)

[www.cssd.ab.ca > About Us > District Governance > Administrative Procedures](#)

Student Accident Insurance

The Calgary Catholic School District carries a base coverage for all students, however, as it is not comprehensive, it is recommended that students involved in extra-curricular activities carry additional coverage. Information on insurance alternatives are sent home early in September. Parents may opt to purchase student coverage with their own carrier, but proof of coverage must be supplied before a student is allowed to participate in any interscholastic sports teams.

Every student who participates in JH/SH competitive sports must have a signed Parental Authorization to Participate in Competitive Sports form filed with the school. (This regulation includes Elementary Danceworks)

[Administrative Procedure 531 - Student Insurance Programs](#)

[www.cssd.ab.ca > About Us > District Governance > Administrative Procedures](#)

Attendance Policy

Section 12 of the School Act states that students must "attend school regularly and punctually". Regular attendance is expected of all students except when illness or a family emergency prevents attendance.

Whenever possible, parents are requested to schedule dental, doctor or other appointments outside of school hours. Teacher professional days are an ideal opportunity to book those appointments without disruptions to the instructional process. Your cooperation is greatly appreciated.

When students are absent without school being notified, parents will be contacted through the school automated absence system, SchoolConnects and parents will be asked to contact the school regarding their child's absence the office personnel attempt to contact parents by telephone. This procedure is undertaken to ensure the safety of our students. When parents authorize their children to leave the campus during the school day, the District accepts no liability for those students during those times.

Each principal must have procedures for monitoring and addressing irregular attendance. The plan must involve the School Resource Team (SRT) or counsellor in proactive problem solving which could include meetings with students/parents/legal guardians and implementation of an attendance improvement plan. Communication between home and school is essential.

Access information regarding Excused and Unexcused Absences in AP 330.

[Administrative Procedure 330 - Student Attendance](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

The responsibility for regular and punctual attendance, which is necessary for satisfactory school progress, rests with the parents. Ensuring your child arrives on time and remains until the end of the day sends a very observable message to your child that school is a family priority. Support from community based Social Workers is available for families that may experience difficulties with chronic attendance issues and lateness. Families will be contacted by letter when attendance and consistent tardiness patterns arise. School and home will work together to support the child's learning time.

Absence Procedures

When a student will be absent from school, please notify the office as soon as possible by calling: 403-500-2129. or a message can be left on the evening phone answering system.

Inclement Weather

When conditions reach -20 Celsius or colder including the wind-chill factor, it is recommended that students be kept inside for recess or lunch breaks.

Final responsibility to prepare a child for inclement weather belongs to the parents/legal guardians.

[Administrative Procedure 133 - Inclement Weather](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

During inclement weather, please ensure that students are dressed appropriately to go outdoors for recess and the noon hours. Except on the very coldest days (temperatures below -20°C), students are expected to be outside.

Emergency Procedures

Schools are required to complete announced and unannounced fire drill and lockdown safety drill practices throughout the school year. These safety drills are intended to give students an opportunity to practice procedures to be followed in the event of a real emergency and to help them develop confidence and self-control if faced with an emergency situation. Research shows that individuals will respond in an emergency the way they have been trained to do so. Please be assured the district has emergency plans in place and all school personnel have been trained in emergency preparedness.

[Administrative Procedure 165 - Safety Drills](#)

[Administrative Procedure 132 – Emergency Closings and Cancellations of School](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

Security

During the instructional times of the day access to schools is restricted to the front door.

All outside doors will be kept locked for the day. Doors will be unlocked for morning and afternoon attendance entry. Student(s), who arrive late to school, will be required to use the front door and obtain a late slip at the office. This is the only exception to student use of the main doors. The main doors are for staff, parents and visitors. Students are assigned specific doors for their use.

We have a security system at our front door. Please ring the bell located to the right and wait for the office to greet you. After stating your name and purpose of visit to the school, we will buzz you in to enter through the left side of the front door. After school clubs and team's students will be dismissed through the front doors for parents to meet them outside at a pre-arranged location (please avoid use of staff parking lot); same dismissal procedure as we do at the 2:35 p.m. bell with the entire school community. Thank you for your cooperation.

Administering Medication

In creating a safe and supportive environment for students and staff with medical conditions, the district develops appropriate processes, procedures and plans to address medical needs.

No student will be given any medication unless an "Authorization for Administering Medication Form" has been filled out annually and submitted to the school.

Students with Allergies

CCSD schools are not "Nut-Free" as we are unable to guarantee that nuts will not be a part of student snacks and lunches. Although sending nut-free food items is encouraged, parents make decisions regarding food items for their child.

To support a safe environment for all students with allergies:

- We talk to staff and students about knowing who has an allergy and about what our collective responsibility is as a community
- We strongly encourage those with allergies to continue to be vigilant about avoiding allergens
- We encourage families to avoid packing food products at school that contain nuts
- We encourage a safe environment for everybody in our learning community, by working together with increased awareness and shared vigilance

[Admin Procedure 316 - Identifying And Managing Students' Medical Needs](#)

[Admin Procedure 350 - Medical Cannabis Regulation](#)

[www.cssd.ab.ca](#) > [About Us](#) > [District Governance](#) > [Administrative Procedures](#)

Communication

All CCSD schools communicate with parents / guardians through School Messenger, an automated system, that sends out emails, texts or phone messages.

Parents, students and teachers are to establish and maintain clear lines of communication throughout the school year. If concerns arise, please follow these procedures:

- a) For a class matter, contact the teacher first. If further discussion is required, please contact an administrator;
- b) For a school-wide matter, contact school administration;

School Website - Each school maintains an informative website where pertinent school and district information and calendar events can be found. Parents and students are encouraged to regularly visit the school website for updated information.

Kindergarten - Grade 6

The School Agenda is an effective tool providing ongoing communication between parents and teachers. Some schools and teachers may use various social media platforms to share information.

Grades 7 - 12

BRIGHTSPACE is an online communication platform that allows students and parents to monitor homework, grades and utilize other educational tools. Student agendas are no longer commonly used in junior high schools, and not in senior high schools, students are expected to use Brightspace to plan their homework activities and monitor assignment due dates and academic progress. Electronic organizers are also available on BRIGHTSPACE. Students can communicate directly with teachers through Brightspace.

Parents are encouraged to review their child's homework and grades regularly through this platform.

Consistent with Alberta Education's mandate, the reporting process requires teachers to ensure that they effectively communicate to parents/legal guardians about what the child progress in relation to the provincial programs of study. Scheduling of parent teacher conferences throughout the school year also facilitates in-person communication and deeper conversations about student learning between home and school. Most schools use Conference Manager to facilitate this process.

[Administrative Procedure 361.1 - Parent Teacher Conferences](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Our Defender Daily is available on our website (www.cssd.ab.ca/schools/apostleofjesus). Please consult it frequently for the most up-to-date information. Updates and additional notices, when warranted, will be sent home with the youngest or only child of the family. Weekly updates and notices are also available on the school website. www.cssd.ab.ca/schools/apostlesofjesus. Weekly updates are sent home electronically every Friday announcing activities and reminders for the upcoming week.

At Apostles of Jesus School our intent is to return all calls and e-mails on the same day we receive them.

School Council

All parents/legal guardians with children attending school are members of their local school council and are encouraged to participate in council activities.

Councils usually meet on a monthly basis. School Councils are established in all schools and serve as a vehicle for parents/legal guardians, principals and teachers to meet and work together towards common goals. School council chairs also meet with one another, district administrators and members of the Board of Trustees at district-wide meetings. Please speak to your child's school principal to get involved.

[School Council Handbook](#)

www.cssd.ab.ca > Parents > School Council > Documents

Student Code of Conduct

The student code of conduct ensures that each student enrolled in a school operated by the District is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging to support Catholic Communities of Caring; and to support the District's Mission, Value, and Vision Statements.

The student code of conduct guides our students and staff regarding appropriate and inappropriate conduct and activities as outlined in section 12 of the School Act.

[Admin Procedure 350 – Welcoming, Caring, Respectful, and Safe Learning Environments](#)

[www.cssd.ab.ca](#) > [About Us](#) > [District Governance](#) > [Administrative Procedures](#)

Student Organizations, Clubs and Extra-curricular Offerings

To ensure a well-rounded educational experience for all students, our school community may provide several extra-curricular offerings during the school year. These may include the following, all of which will be facilitated by school staff and aligned with Catholic teachings:

- Fine Arts clubs
- Drama productions
- Music clubs and bands
- Social justice clubs and activities
- Athletic teams and activities
- Games clubs
- Competitive academic clubs and activities
- Faith groups and activities
- Voluntary student organizations or activities that are aligned with Catholic teachings and promote equality and non-discrimination with respect to race, religious belief, colour, gender, gender identity, gender expression, physical disability, mental disability, family status or sexual orientation.

If you wish further information about any of these offerings, please contact the principal.

[Administrative Procedure 351 - Student Code of Conduct](#)

[www.cssd.ab.ca](#) > [About Us](#) > [District Governance](#) > [Administrative Procedures](#)

Air Rifles/Guns

The district prohibits students from possessing weapons or engaging in violent or threatening acts on school property, and at school sponsored functions and activities. "Weapon" means any object, device, or instrument designed or through its use is capable of threatening or producing bodily harm to oneself or others. By this definition, air rifles/guns are therefore considered weapons. As it is challenging to visually identify these weapons as air rifles/guns, school staff, Calgary Police Services and the RCMP will likely respond in the same manner as they would an actual rifle/gun. For the safety of all students, staff and visitors in the school, these items are not allowed on school property or at school-related activities under any circumstance.

As outlined in the School Act, students can be held accountable for conduct that occurs outside of the school building or school day and electronically (e.g. social media), if the conduct negatively affects a member of the school or interferes with the school environment.

Progressive Discipline Plan:

Students who engage in unacceptable behavior will be held accountable through the school's progressive discipline plan. Consistent and logical consequences, rather than punitive measures, are important to support students in making appropriate choices and help shape their future actions.

In any disciplinary situation, each student will be dealt with on an individual basis, and will take into account the student's age, maturity and individual circumstances. As well, parental or district involvement may be requested to support school discipline procedures.

The school's use of the progressive discipline plan will determine the expectations, consequences and the progression of actions to be taken depending on the severity and/or frequency of the occurrences. At all times, teachers and administrators will use their professional judgment in applying consequences.

Consequences must have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour. The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences. They will be applied consistently and equally to all students, notwithstanding the individual differences of children and the uniqueness of specific circumstances and situations.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences, including:

- prevention measures and initiatives;
- early and ongoing intervention strategies;
- strategies to address unacceptable behaviour.

Interventions and consequences increase when:

- the concerning behavior is persistent;
- the concerning behavior escalates;
- there is a very serious infraction of the code of conduct.

Interventions and consequences may include, but are not limited to, the following:

- informal conferences;
- restriction of privileges;
- parent conferences;
- in-school suspensions;
- risk assessment;
- suspension / expulsion (AP 356);
- student redirection
- Behaviour Support Plan (as part of the Learner Support Plan);
- involvement of Instructional Services and supports;
- involvement of external services and supports.

The principal may involve police in disciplinary matters when criminal activity has become evident. When police are involved, the principal will conduct a separate, parallel investigation at the school level and provide disciplinary action separate from any criminal charges that may be issued.

Suspension

Serious infractions of school expectations can result in a suspension. **A student under suspension from school may not enter school property during the term of suspension.**

A suspended student may not participate in or attend any school activity or athletic event during the time of the suspension.

Student support:

Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. This is significant because while the student code of conduct must address the consequences for inappropriate behaviour, such as bullying, it also ensures that support (not just consequences) is provided to those students who engage in unacceptable behaviour. Examples of how support could be provided to students who have engaged in unacceptable behaviour include mentoring, restorative processes, regular check-ins with teachers or schools' counsellors, counselling, etc.

Consideration of student diversity:

The School Act requires that the student code of conduct address consequences for unacceptable behaviour and that these reasonable consequences take into account the student's age, maturity and individual circumstances. The specific circumstances of the situation and of the student need to be taken into account when determining appropriate consequences. For example, any diverse needs that the student has – whether they are physical, behavioural, communicational, mental health, trauma, etc. – must be considered. The age and maturity of students involved should be considered when determining the consequences and support required.

Field Trips

The district arranges for students/children in the district to participate in field trips, tours, off-campus activities, athletic events and/or other excursions ("field trip"), which, in the opinion of the district, have definite educational, athletic or cultural value.

The district, through the relevant school, will provide parents/legal guardians a Field Trip Consent form which shall include the following particulars of any field trip two weeks, if possible, and at least three school days, at minimum, prior to the intended date of the field trip:

- (a) destination;
- (b) arranged supervision;
- (c) date(s) and time(s);
- (d) transportation plans;
- (e) associated risks that should be highlighted regarding the field trip;
- (f) costs, if any;
- (g) a telephone number through which additional information on the field trip may be obtained; and,
- (h) parent/legal guardian consent and waiver form.

It is the parents/legal guardians responsibility to advise the school of any medical condition(s) that may affect the student/child's participation in the field trip. Parents/legal guardians need to understand that any medical information requested would be collected for the purpose of student safety during field trips, including student athletic events (which are generally considered to have an inherent element of risk of injury despite all safety precautions), and, that in the event of a medical emergency, the supervising teacher or any one of the volunteer chaperones may seek medical advice and/or treatment deemed necessary for the health and safety of the student/child and the parent/legal guardian shall be financially liable for the provision of such medical emergency services.

Parents/legal guardians shall agree to release and hold harmless the Calgary Catholic School District, the school, and their respective agents, servants and employees, from and against any and all claims for damages

or bodily injuries arising out of the student/child's participation in an authorized field trip. The district will, however, be responsible for any injuries and damages suffered by the student while participating in any such field trip that arises as a result of the negligence of the district.

Parents/legal guardians have the right to advise the district, through the relevant school, in writing, at least two school days before the commencement of any particular field trip, that they do not consent to the student/child participating in the field trip, in which event their consent and authorization will be considered as withdrawn for the particular field trip and the student shall not be allowed to participate in such field trip.

Student Support Services

Diverse Learning Teacher: This position supports classroom teachers and students in Grades K-12 identified by Alberta Education coding and with unidentified learning needs. Support is provided in conjunction with the homeroom teacher and within the framework of the Alberta Education Program of Studies.

A key component of this support is the development and implementation of the Learner Support Plan (LSP), which guides teachers, parents and the diverse learning teacher during the year as they deliver the instructional program. The LSP is developed annually with parental involvement and student input, and is intended to be a working document that is consulted, reviewed and adapted with all stakeholders on an ongoing basis throughout the school year.

[Administrative Procedure 214 - Special Education](#)

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School Resource Team: The School Resource Team (SRT) is a school-based team consisting of teachers, diverse Learning teachers, and administration who engage in a collaborative process for supporting diverse student needs. Through the process, the SRT team may identify learning needs, brainstorm possible school-based strategies and supports, and/or request additional support from the district's Instructional Services team.

At Apostles of Jesus School, the Student Services team include: Administration, Homeroom Teacher, DLT Team, Counsellor, SRO and District Support Services.

District Support Services: The Instructional Services team within the Calgary Catholic School District provides academic, social-emotional, behavioural, cultural and faith-based supports to teachers and students with a goal to support student excellence.

The Instructional Support team includes district consultants, district counsellors, psychologists, in-home family support workers, intercultural and multicultural support workers and more.

Please speak with your child's classroom teacher or school administration if you feel you or your child would benefit from any of these support personnel.

Student Assessment

Grade 6 and 9 students write Provincial Achievement Tests in May and June. Parents will be informed of their child's performance in June and in the fall.

Grade 6 students write PATs in May and June of 2019

All Grade 6 students write the Canadian Cognitive Abilities Exam in the fall.

Grade 5 students write a District Religious Studies Exam in early June.

School Fees

In accordance with [Bill 1](#) all parents of students in the Calgary Catholic School District (CCSD) are expected to pay school fees. Fees are collected for several reasons and allow your child to participate fully in educational enhancements and activities.

School fees can include:

1. Activity and field trip fees (core subjects): Used for special class activities, presentations, and field trips
2. Programs of choice and CTF fees (junior high and high school only)
3. Extracurricular fees (junior high and high school only)
4. Noon hour fees (elementary and junior high school only)
5. Optional fees: Used for school/program specific requirements (such as recorders, yearbooks and gym strip)

The school fees charged per student vary from school to school and parents will receive notice from their school in September of each school year outlining fee amounts and payment options.

There must be provisions at each school to waive fees for students who cannot pay due to financial hardship. These provisions must be communicated clearly and explicitly to parents and students.

The CCSD fee management and online payment system is an easy and secure way to pay school fees from the comfort of your home. Payments can be made by credit or debit card. For more information or to pay fees online, please visit www.cssd.ab.ca and click the "Online Fee Payment" icon. Email feeinquiry@cssd.ab.ca for more information.

Fees can also be paid directly to the school by cheque or cash.

In cases of financial hardship, a fee payment plan may be discussed with the school principal or designate. Please contact your school directly.

Lost or Damaged Books

Students are responsible for returning their textbooks and library books. All books must be returned in good condition. Fees may be applied if they are lost or damaged.

[Administrative Procedure 505 - School Fees](#)

[Administrative Procedure 511 - School Generated Funds Including Fees](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

School Visitors

Any person in a school other than students and school staff is considered a "visitor." This includes volunteers, parents, caregivers, district personnel and the public. To ensure a safe learning environment for our students, Occupational Health and Safety regulations require all visitors to report and sign in at the front office upon entering the school.

All volunteers and district personnel are required to wear a name tag while in the school, including those who are at the school on a regular basis.

In order to maintain a safe school environment, all visitors and parent volunteers are required to register at the main office and must enter by the front doors.

Our staff will be directed to approach any person in the building who is not identified by a visitor tag. This ensures a learning environment that is safe and caring. We will lock all exterior doors 5 minutes after classes commence as to ensure this safety. Board policy dictates that:

- a. Anyone who is not a regular staff member or student of the school will be termed a "visitor".
- b. Any visitor to the school must report to the school office upon arrival at the school.
- c. Visitors and parent volunteers are required to wear a visitor's badge while in the building. This policy assists in maintaining security in the school. Parents collecting their children for appointments during the day are asked to meet their children at the main office.
- d. Parents attending liturgies or celebrations in the gymnasium are not required to register at the office.
- e. Teachers are unable to take class time to discuss individual matters with visitors.

Volunteers

Volunteers are an important part of our school community. The support of volunteers is beneficial to students and teachers and enables schools to provide opportunities for students that would not be possible otherwise. We value the time and energy you put into supporting our school.

The principal of the school has the responsibility, in consultation with staff, parents, and the community, to determine who will volunteer in the school and what form each school's volunteer program will take. The principal is guided in all decisions, including those related to volunteers, by the provincial School Act as well as district policies, regulations and practices. **It is expected that all schools will have a volunteer handbook and will ensure all volunteers attend an annual orientation prior to service.**

In developing their school specific Volunteer Handbook, principals will use this guideline and attached documents.

Volunteers taking part in overnight field trips and/or volunteer coaching must have a current police security clearance. This must be updated every three years.

[Administrative Procedure 490 - Volunteers in Schools](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

[Volunteer Handbook](#)

[www.cssd.ab.ca](#) > Parents > Documents

School Phone Use

Should an emergency occur or an urgent need arise and you wish to contact your child, then we will call your child to the office to speak to you. This way, we are assured that critical messages do not go astray. Should the student have an urgent reason to contact the parent, the teacher and office staff will be happy to facilitate the use of the school telephone. Please note that the school phone is to be used for urgent matters only and is not to be used to arrange playdates or other extracurricular activities. These should be arranged at home between the parents and the students before or after school times.

Lost and Found

Each school has a Lost and Found area where students and parents may find missing items, please contact the office for its location. Students should refrain from bringing valuables, collectibles and large sums of money to school. The school cannot be responsible for lost or stolen items.

Sweaters, jackets, book bags, lunch kits, etc. may be claimed from the lost and found hangers in the entry to the gym. At Christmas, Easter and the end of the year, any unclaimed items will be given to a charitable organization or discarded. We ask that you label all items: runners, gym clothes, winter boots, lunch kits, binders, jackets, mitts, etc.

Transportation

Kindergarten to Grade 6: Students must reside within the school boundaries and live at least 1.2 kilometers from the school to be eligible for charter busing. District policy states that students must have completed a transportation application form and have made arrangements with the school for payment before they will be permitted to ride the bus. Students who reside further than 2.4 kilometers from their designated school must complete a transportation application form but are not required to pay transportation fees.

The school does not have the ability to change routes or create stops. Please contact the school to complete a Transportation Change Request form.

During unpredictable weather conditions please consult the My School Bus APP.

Junior High/Senior High Students: Students in the City of Calgary residing 2.4 kilometers or more from their designated school are eligible to receive subsidized bus passes.

Student Conduct on Buses/Taxis (includes charter services and City Transit)

Students riding the bus/taxi must remember they are accountable to the driver and through him/her to the principal of the school. Continued violation of any of the rules listed in AP 351 may lead to the loss of riding privileges, loss of bus pass or to suspension from school.

[AP 351](#)

Please see [AP 560](#) for further details on students residing in the Rocky View School division, programs of choice or alternative schools, special education students, special circumstances, and payment in lieu of transportation.

[Administrative Procedure 560 - Student Transportation](#)

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Apostles of Jesus School has two chartered busses, they are route #65 and #70. The chartered school busses may be accessed by students who reside within the designated route area. This service is a parent paid service. We ask that parents refer to the payment schedule in regard to fulfilling this payment.

At this time Junior High students residing in Redstone community are granted access to the charter busses.

Should students miss their bus they are encouraged to safely make their way to school using their alternative safety plan. We ask that you kindly contact the school should this occur.

Parking Drop off and Pick up Location

To ensure student and staff safety, it is imperative that parents follow the directions of the school regarding pick up/drop off and use of staff parking lot.

At Apostles of Jesus School, we take the safety and security of students and staff very seriously. We ask for the community to join us in choosing safety over convenience in dropping off and picking up your child(ren). We have a gravel parking lot North of the school; this lot is accessible to all parents for dropping off and picking up their children. Furthermore, we ask that all parents respect the staff parking lot by not entering this staff designated space. As noted below there are numerous options for parents to access parking alternatives.

There is also a designated "HUG 'N' GO" lane directly in front of the school on the EAST side on Skyview Ranch Street. This lane is intended to pull over, drop off and pick up. It is considered a loading zone; therefore, vehicles cannot be left unattended nor parked.

Student Recognition

At Apostles of Jesus School, we recognize the gifts, talents and learning of our students daily. Specifically, during the spring months we come together in recognition of students who have celebrated sacraments during this school year, Grade 6 Retreat, Grade 9 Farewell.

Lockers

1. The Calgary Catholic School District, through its agent, Apostles of Jesus, provides lockers for student use and convenience. The school owns and controls the lockers. Students are welcome to use the lockers to store items. If possible, lockers will be assigned to students near their teacher advisor's classroom.
2. The school reserves the right to search a student's locker when there is reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any substance or materials which pose a hazard to the safety and good order of the school.
3. In registering for and using a locker, it is agreed and understood that use of the locker is at the student's own risk and the district, its administrators, school administrators, teachers and other employees are NOT in any way responsible for loss or theft of any goods or articles stored in the student's locker.
4. Guarded "school issued" combination locks must be used, and the combination must be registered with the appropriate teacher advisor. (All other locks or locks that are not school issued or have not been registered will be cut off.) School locks are provided for new Grade 7 students only. This lock is intended for use in Grade 8 and 9 also. Grade 8 or 9 students who need a school lock may purchase one at the Front Office.
5. It is essential that combinations are not shared with anyone. Valuable articles of clothing, possessions or money should not be left in lockers. The school is not responsible for items that are lost, misplaced or stolen.