

**St. Alphonsus**  
**Elementary and Junior High School**  
Fine Arts and Italian Language and Culture Programs



**Student Handbook**  
**2018 - 2019**

“The arts, it has been said, cannot change the world,  
but they may change human beings who might change the world.”

Marie Curie

PRINCIPAL – MRS. M. HASHIGUICHI  
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School Website: [www.cssd.ab.ca/schools/alphonsus](http://www.cssd.ab.ca/schools/alphonsus)

**This Agenda belongs to:**

NAME: \_\_\_\_\_  
CLASS: \_\_\_\_\_ HOMEROOM TEACHER: \_\_\_\_\_

# Welcome Message

WELCOME TO THE 2018-2019 SCHOOL YEAR AT ST. ALPHONSUS!

We are excited to work in a learning partnership with your family. The purpose of this handbook is to provide information about the philosophy and major practices and regulations that guide the daily operation of St. Alphonsus School. A school update will be emailed home each week including a calendar which will indicate the dates of upcoming events. Please access our school website often as we try to update it each week.

It is hoped that this handbook will answer many of the questions parents and students frequently ask. We further invite parents to contact the school any time clarification is necessary or questions arise. Providing a quality Catholic education for our students is accomplished through continuous cooperation between home, school and parish within a framework of mutual respect and participation. We look forward to your continued interest, support and involvement in the education of your child.

Blessings for an outstanding school year!

With peace,

Michaela Hashiguchi, Principal

Christina Pfitscher, Vice Principal

## Patron Saint

St. Alphonsus was born to a noble family in Italy on September 27, 1696. He was a child prodigy and received a Doctor of Law by the age of 16. He never entered a court of law without attending Mass first. He loved music and attended opera. He was ordained at age 29 and was noted for his simple and direct preaching as well as for his understanding in the confessional. In 1732, God called him to found the Congregation of the Most Holy Redeemer, with the goal of laboring for the salvation of the most abandoned souls. Amid untold difficulties and innumerable trials, St. Alphonsus succeeded in establishing this Congregation. The holy founder labored incessantly at the work of the missions until, about 1756, when he was appointed Bishop of St. Agatha, a diocese he governed until 1775. When broken by age and infirmity, he resigned this office to retire to his convent where he died on August 1, 1787. Alphonsus vowed early to never waste a moment of his life, and he lived that way for over 90 years.

## 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.

### BELL SCHEDULE HALF-DAY KINDERGARTEN

#### A.M. CLASS

8:15 a.m. Warning bell/Entrance Bell  
8:15 - 10:53 a.m. Attendance /Instruction  
10:53 a.m. Class Dismissal

#### P.M. CLASS

12:05 p.m. Warning Bell/Entrance Bell  
12:05 - 2:43 p.m. Attendance/Instruction  
2:43 p.m. Class Dismissal

### BELL SCHEDULE – ELEMENTARY

8:15 a.m. Entrance Bell & Attendance  
8:20 a.m. A.M. Classes Begin  
9:40 - 9:55 a.m. Recess  
11:25 a.m. - 12:10 p.m. Lunch

### BELL SCHEDULE - JUNIOR HIGH

8:15 a.m. Entrance Bell & Attendance  
8:20 a.m. - 8:50 a.m. Period One  
8:52 a.m. - 9:40 a.m. Period Two  
9:40 a.m. – 9:45 a.m. Nutrition Break

12:10 p.m. P.M. Classes Begin

2:43 p.m. Class Dismissal

9:45 a.m. – 10:33 a.m. Period Three

10:35 a.m. – 11:25 a.m. Period Four

11:25 a.m. – 12:10 p.m. Lunch

12:10 - 12:15 p.m. Entrance Bell & Attendance

12:15 p.m. – 1:03 p.m. Period 5

1:05 p.m. – 1:53 p.m. Period 6

1:55 p.m. – 2:43 p.m. Period 7

2:43 p.m. Class Dismissal

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

#### HOMEWORK

Homework is any task assigned by teachers that students complete during non-school hours. The Calgary Catholic School District recognizes well-planned homework in Grades 3-12 can be a meaningful part of a student's learning. Time spent on homework may vary from one student to the next. Parents who have concerns with homework expectations should contact their child's teacher or the school principal to discuss the situation and the options available. The Calgary Catholic School District finalized a homework regulation in consultation with its community for 2010-2011. You can find more information about the District's homework regulation at [www.cssd.ab.ca](http://www.cssd.ab.ca).

#### Values and Purpose of Homework/Home study

- A student's success in school is directly and strongly affected by the time and effort they commit to the completion of all assignments.
- Homework provides the opportunity to accept responsibility for learning as well as managing personal time.

- Parent participation in homework provides an opportunity to become familiar with the specific program content and to interact with their child.

It is the student's responsibility to record all homework assignments and to obtain this information when they are absent from school. It is also the responsibility of the parent to ensure that the student's homework assignments are complete in the given amount of time by establishing a regular time to complete homework; or to contact the school if assignments or homework expectations are not clear. Students are encouraged to read for 15 to 20 minutes each night to help build on their skills and enjoy a really good book!

## 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 St. Alphonsus 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 is 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](#)

## ATTENDANCE AND LATENESS

The School Act requires students to attend school regularly. Therefore, punctual and regular attendance is an expectation of all students. Prolonged absence or sporadic attendance will result in a lack of continuity of learning.

If students are going to be absent or late, please contact the school at 403-500-2016 or send a note so that we are aware of the circumstances. Excused reasons for absence are illness, medical appointments and reasons of compassion only. Calls can be made at any time as messages may be left on the answering machine.

We will be using School Messenger to notify you by phone and email whenever your child is absent from class. These phone calls are for absences and/or lates that have not been reported previously to the school and are usually made to your home phone in the morning/afternoon. We will also be using School Messenger to send announcements and emergency messages as required. These messages may go out at any time.

Continued unsatisfactory attendance including tardiness, may be dealt with by the School District's truancy officer and will result in an attendance board hearing.

## STUDENT ILLNESS, APPOINTMENTS AND EMERGENCIES

If a student becomes ill during the day, parents/guardians will be contacted to come and pick up the child from school. To ensure student safety, the school is not permitted to release students without direct parent or guardian supervision. This includes students leaving for appointments during the school day. All students must be signed out by a parent/guardian at the front office prior to leaving school during the day.

If a student is seriously ill or injured, any necessary first aid will be administered. School staff will make every effort to contact parents immediately. If parents cannot be reached, we will attempt to reach the "emergency contact" numbers that parents have provided. Failing this, a call will be placed to 911 and the student will be transported to hospital.

## 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](#)

Weather conditions in Calgary often fluctuate so students should come to school prepared to meet the weather changes. Parents are requested to ensure their children have appropriate clothing for cold and wet weather including winter and rubber boots. For safety concerns, students will remain inside when it is colder than -20 degrees Celsius.

## 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.

Students are to enter the building through their designated doors surrounding the rear tarmac area. Please walk your children to the back of the school in the morning and pick them up at the same spot at the end of the day to avoid confusion. Please do not use the front door to pick up your child at dismissal. For security and safety reasons we require minimal traffic at the front entrance.

We have a security system at our front door. Please ring the bell located to the left 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 right side of the front door. 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](http://www.cssd.ab.ca) > About Us > District Governance > Administrative Procedures

Our weekly newsletter is available on our website. 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 are sent home electronically every Friday announcing activities/reminders for the following week.

Our intent is to return all calls and e-mails on the same day we receive them. Even during non-teaching times, staff members are involved in various duties and activities.

## **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, color, 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](#)

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

**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.

**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.

Student progress is evaluated continuously. A combination of standardized, informal, and teacher-made tests is used, along with anecdotal records, and teacher observations. There is one oral report and three written progress reports. Follow-up parent-teacher conference days are scheduled.

Our Parent Teacher Conferences are: September 21, 2018; November 30, 2018 and March 15, 2019. Efforts are made to keep parents informed of student progress. Teachers, as well as parents are encouraged to communicate whenever concerns or bouquets should be shared. The student agenda, emails and phone calls are helpful tools for communicating between home and school. Junior High parents can access Brightspace (D2L)

# 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](http://www.cssd.ab.ca) and click the "Online Fee Payment" icon. Email [feeinquiry@cssd.ab.ca](mailto: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.

All textbooks are provided for student use. Students are expected to take proper care of the textbooks that they have been assigned. If a textbook is defaced or lost, the student will be expected to replace or pay for it.

## 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.

For student safety, during school hours, it is necessary for parents and/or visitors to remain in the front foyer of the school when dropping and/or picking up students. It is also necessary for us to limit visitor access to the tarmac and outside field areas of the school while students are at play. All outside doors, including the front door, will remain locked during the day. Please ring the buzzer at the front doors to gain entrance to the building during school hours. All guest teachers, visitors, parents and volunteers will be asked to sign in at the front office when they are coming into the school for prolonged periods of time. Volunteers and visitors will be provided with an identification badge to be worn for the duration of their stay. These arrangements must be made in advance. If you do need to meet with a teacher before or after school, please check in at the office. The office will locate the teacher for you.

## 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.

Parents are a valuable and welcome addition to our school. The quality of our program is greatly enhanced by their contributions of time and talent. Volunteering may include various tasks that can be done independently in the classroom or in another capacity. If you are planning to volunteer for this school year, please plan to attend the scheduled volunteer orientation at the beginning of the year. This orientation must be completed each year.

## [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.

Please clearly mark all your child's belongings with her / his name so that items can be easily identified if they are lost or misplaced. Missing items may be in the lost-and-found box in the tarmac boot room. Please encourage your child to check this box often. Items not claimed before school breaks and at the end of June will be donated to charity.

# 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](#)

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

Do you have children who ride the yellow bus to school? Calgary Catholic School District (CCSD) Transportation and I.T. teams are working in partnership with CCSD's contracted bus company, First Student, to bring parents their new real-time GPS bus stop application or "app" called "FirstView". Please click on the following link to register:

[FirstView App](#)

Parents are to regularly check the School District website under "Transportation" for updates and route changes: [www.cssd.ab.ca](#). Bus fees apply.

## 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.

For student safety reasons, please do not access the school parking lots for student pick up or drop off. Parents are requested to park cars on the side of the street when they pick up or drop off students. The area directly in front of the school is designated as a School Bus Zone. It is illegal to park in this area even for a minute. If dropping your child off in the alleys, please use extreme caution as the alleys are narrow and children may be hard to see between the vehicles.

Please note there are "No Idling" signs at the front of the school, on the fences around the school and the sandwich boards that the patrollers set up before and after school.

In an effort to keep our children from inhaling harmful exhaust and to help reduce our impact on the environment, we are asking that parents support this initiative.

## Lockers

1. The Calgary Catholic School District, through its agent, St. Alphonsus, 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. 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.