



**Calgary
Christian
School**



HELPFUL HINTS

For the Secondary's new & returning parents

CalgaryChristianSchool.com

Pallisersd.ab.ca

PARENTS PARENTS PARENTS PARENTS

KNOW EVERYTHING!

We ask each family to familiarize themselves with our Parent/Student Handbook linked [HERE](#) on our website.



CALENDARS



The school year calendar is available on our [website](#) and the events calendar you can subscribe to is [here](#), or on [Edsby](#).



START OF THE YEAR

At the beginning of the year the office will send returning families a **'Return to School Package'** as an email.

Look out for this in your inbox! It will include an outline of forms and your responsibility with each one. As well as the parent information systems/apps you will want access to.

WATCH YOUR INBOX

Each Tuesday we send a weekly email to keep you informed. If you are not receiving this, please let us know! They're also saved [HERE](#) on our website.



ATTENDANCE NOTIFICATIONS

Please use [EDSBY](#) to inform the school and teachers of your student's absence. Learn how to do that [HERE](#).

If you receive an attendance notification that your child was not in class, but this was not an excused absence, please contact the [teacher](#) of that class, directly.

CSCE

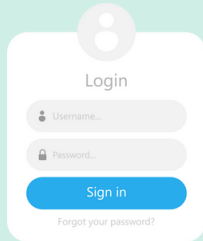
the Calgary Society for
Christian Education

As a parent, you are a society member!
We host a meeting in the fall and spring to bring
you up to date on all the happenings at CCS!
Learn more [HERE](#)!



STUDENT INFO

At CCS we use **two** Student Information Systems to stay connected with parents and students.



The first is the **Edsembli Family Portal** which will be used for completing your child's Returning Registration Form, viewing their schedule and more. This will be launched in the fall of 2024.

The second is **Edsby**, which you will use for attendance notifications, viewing report cards and more.

If you don't have an existing account invitations to set up your accounts for these systems will go out in the fall so watch your inbox for those!

UPDATING YOUR INFO



If your contact information changes during the school year, kindly inform the school office. Initially, we will verify that you have submitted the Returning Student Registration form for the ongoing school year, as this document holds official significance for Alberta Education within your student's file. Once this step is confirmed, we will proceed to update your information.

ACTIVITY FEES

School Cash is where you pay online for school activities such as band, gym strip, and athletic fees.



Linked HERE under "Quicklinks" on our website.

HOT LUNCHES



Chef Chris makes some delicious food in the Cougar Cafe! Salads, smoothies, noodle bowls and more are available Mon-Thurs each week.

Order and pay HERE.

Refunds/credits cannot be given the day of. If a student is away or unable to pick up their lunch, we will happily bless a student or a teacher with any unclaimed lunches.

Questions? Email Chef:
cspronk@calgarychristianschool.com

PARENTS PARENTS PARENTS PARENTS



MEDICAL ALERTS

Kindly complete [this form](#) if your child has a life-threatening medical condition that requires our attention. The details provided will be posted on the Secondary Campus office bulletin board along with any emergency medication information pertaining to the student. You may revisit this form to make any necessary updates.

For medical conditions that are not life-threatening but still warrant documentation in your child's file, please ensure to include this vital information when completing their New or Returning Student Registration Form.

SUPPLY LISTS

Check out the lists of what school supplies your child(ren) will need [HERE](#).



CCS SOCIAL MEDIA

@CalgaryChristianSchool



@CalgaryChristianSchool

@infoCalgaryChristianSchool2462



TRAFFIC

Drop off and pickup times can be very busy at the school, please read through the guidelines linked below to ensure everyone's safety!

[Traffic Guidelines](#)



STUDENT BANKING

We are pleased to partner with the Christian Credit Union to offer bank accounts to our students, K-12.

Details are posted [HERE](#).

* scholarships are available for Gr12 students!*

(+) SUPPORT



We have many helpful resources for our students to help them flourish!

Family Liaison Counselor - [Mrs. Schmaltz](#)

Connections Worker - [Ms. Ekabazgi](#)

Career Counselor - [Mrs. Armstead](#) & [Mrs. Foster](#)

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CONNECTING YOU

To minimize classroom disruptions, *urgent* messages to be passed along to Gr7-9 students will be put on their locker to get on their next break, unless it is an emergency.



SAY CHEESE!

The CCS Society shares exciting and fun learning activities that happen at school on our social media with photos. These pictures are ordinarily groups of students, classroom activities or student work and special projects, and won't share any personal information online. If you do not consent to CCS using your child's photo, we ask you to [complete this form.](#)

FORGOTTEN ITEMS

If you need to deliver an item to your student urgently, there is a table located by the front office designated for emergencies. As there can be a significant volume of parents dropping off items, we ask that this is reserved for *emergencies* only. Let's equip our children to be self-sufficient and own their responsibility to remember their necessary items

for the day!

Kindly note, we do not accept food delivery services in the school.



♥♥♥♥ VOLUNTEER

We appreciate our volunteers! We use [SignUp Genius](#) as a way to let parents know of those opportunities. Specific requirements for volunteering at CCS can be found on our website [here.](#)

PARTICIPATE

We have two wonderful parent-led groups: [Blessings and Burdens](#) & [Parents Who Pray.](#)



[School Council](#) is another way for parents to stay connected to what is happening!



NEWS RIVER

We use the River in Edsby to post information about what's happening at the secondary campus. For more info about it click HERE!

LAUNCHPAD

Access many quick links to sites our school uses via the Launchpad! Learn more about it HERE!



NOTIFICATIONS

Parents are encouraged to set up notifications in Edsby to ensure you do not miss important information about the school, classes, and your child's progress.

Learn how to set up your notification preferences HERE!

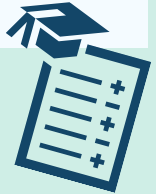


REPORT CARDS

Edsby is how you will see your child's academic reports. We publish report cards in January and June.

We highly recommend saving digital copies of these reports as Alberta Ed now only keeps your student's records for a limited time.

Find out how to view Edsby report cards HERE.



ATTENDANCE

Please notify the school and teachers about your student's absence through Edsby. Refer to the instructions provided HERE.

In the event of an unexcused absence notification discrepancy, kindly reach out directly to the respective teacher.

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EARLY PICK UP?

If you need to collect your child during the school day, kindly adhere to the following protocol:

1. **Coordinate a designated meeting *location* and *time*** with your child,
2. **Notify the teacher via email** to facilitate your child's dismissal, and
3. **Record the absence in Edsby.**

In order to reduce disruptions in the classroom, we request that parents refrain from entering the school, but may phone the office after the agreed meeting time with your student has elapsed.

The student is only required to sign out at the office before joining you outside at the predetermined rendezvous point at the scheduled time.



GO-TO CONTACT

At the secondary, only grade 7 & 8 students have homerooms.

For 9-12 you will have a FAST (Focus Assisted Study Time) teacher.

Your homeroom or FAST teacher is your *year-long go-to person* for questions you have regarding your:

- > locker
- > class schedule
- > future course planning
- >

PERSONAL MOBILE DEVICE POLICY



Students are not permitted to use cell phones in the classrooms and learning spaces. In grade 7 & 8, students will turn their phones into a locker during homeroom to start the day. It will be returned at the end of each school day. In grades 9-12, students will turn their phone into the classroom phone 'hotel'. Students who choose to ignore this rule may have their cell phones confiscated by teachers or school administration. The cell phone may be retrieved at the end of the school day by the student. Repeated inappropriate cell phone use will result in a conversation with the parent and student to discuss appropriate use and next steps. Teachers may choose to allow access for instructional purposes.

STUDENTS STUDENTS STUDENTS



ONLINE CLASSES

Palliser Beyond Borders is the online learning platform associated with Palliser. Information about online learning can be found [HERE](#).

You can also chat with [Mrs. Armstead](#) or [Mrs. Frederick](#) in the LINC.

MYPASS

[myPass](#) is an Alberta Education self-service website for students to view progress towards their high school diploma, access their diploma marks, order transcripts, and more.

It is important that you create your account in grade 10. Click [HERE](#) to learn how to sign up!



SCHOOL CLUBS

There are lots of clubs and extracurricular activities for students at CCS to get involved in!

You can see a few listed [here](#), however new clubs are added all the time so be sure to look out for posters hung around the school and chat with your teachers if you have questions.



DAILY STUDENT BULLETIN

Keep in the know with what is happening around CCS on a day-to-day basis, check the Daily Student Bulletin [HERE](#)!

TIMETABLE



Student schedules are published at the end of June. You will receive an email letting you know how to log on to the Edsembli Portal and access your schedule.

Gr7-9 schedules cannot be changed. If you are in grades 10-12 ... if you require changes...

STUDENTS STUDENTS STUDENTS



LOST AND FOUND

The lost and found is located beside the gym entrance. That is the first place to look if you've misplaced something.

Lost items are not kept in the office unless they are of some monetary value. If there are lost items such as phones, or wallets in the office they will be displayed for you to see on the shelf.

VISITING STUDENTS PROTOCOL

More often than one might expect, students find themselves with friends, old or new, who mysteriously want to crash the school day with you!

To keep the outside chaos in check, these unexpected guests need a nod from the principal first. Contact Mr. Barthel and all the teachers a week ahead. Once the green light is given, show those approval emails at the office to snag your friend a snazzy visitor badge for the day.



WIFI

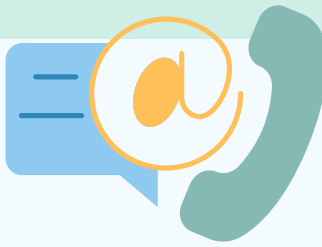
Access to wifi on a personal device must be approved by the principal.

You can chat with Mrs. Armstead or Mrs. Frederick in the LINC about how to put in that request.

PRINTING, SCANNING, & PHOTOCOPYING



Students have access to print documents for school in the LINC. An email with your individual print code is sent in September, so check your student PRS account for 'How to Print to the LINK printer'. Instructions are also posted by the printer. You can also ask a friend!



('S) QUICK CONTACTS

- All things Athletics = Mr. Jonker or Mr. Smeding
- Busing questions = Business Office
- Fees & Tuition = Business Office
- Gym Strip = Mr. Jonker or Mr. Smeding
- Hot lunch questions = Chef Chris
- Instagram or Facebook (social media) queries = the Society
- Online courses & post secondary planning = Mrs. Armstead or Mrs. Foster
- Schedule/Timetable/Selecting classes = Your homeroom (gr7&8) or FAST teacher (gr9-12)
- Student absence = Edsby
- Student homework = contact teacher directly

* Teacher and staff email addresses are all found in our Staff Directory [HERE!](#)

Reading this as a hard copy?

Scan this QR Code with your phone camera to see
the online version with clickable links!

