



## Principal's Message

On behalf of the staff at Crescent Heights High School, I would like to welcome all students and their families to the 2022-2023 school year. All CHHS staff are eager and excited to re-engage with the exciting student learning at Crescent. We are especially happy to connect and partner with parents/ guardians to support the learning needs of each student.

Over the past two challenging years, students and staff at Crescent Heights have learned far more resilience and flexibility than in a more normalized year. As a learning community, students and staff have emerged from the 2021-22 school year with far more connections, resources and learning skills to face a world that can be suddenly turned on its head with a pandemic. I am confident that our incoming students may have the most grit and determination that our school has encountered in some time. I hope to channel that drive into fortifying the strong culture of caring and respect that CHHS is well-known for.

Moving forward into the 2022-2023 school year, we will continue to be vigilant and flexible, putting student and staff safety and wellbeing at the forefront of our daily routines. We will continue to enact all necessary health and safety protocols that are provided to us through our partners at Alberta Health Services and the City of Calgary. It is important that families stay connected to the school during the summer by email and social media for the latest information. Please provide our front office updated contact information so as not to miss important information.

Prior to the start of our school year, I would strongly encourage all parents/guardians to familiarize yourself with our [Student Code of Conduct](#), Crescent Heights High School [Assessment Policy](#), as well as our [Parent Communication Cheat Sheet](#). These documents are located on our [website](#). The primary goal of these guiding documents is to create consistent messaging that supports, reinforces, and enhances student learning. Additional sources of information can be found on the schools [@crescentcowboys](#) Twitter and our [@crescentcowboys](#) Instagram feeds.

As a school community we continue to transition Crescent Heights High School into a true 'campus' model, where students can engage in their studies through their preferred learning style. These learning opportunities include our Science and Technology AP Learning Focus, Traditional Community Approach, as well as our Self-Paced Learning Program. Students are also encouraged to take advantage of our dual credit programs in partnership with the University of Calgary, SAIT, Bow Valley College, and the Alberta University of the Arts. These partnerships allow students to gain post-secondary and high school credit exploring future areas of interest.

Some reminders for a smooth start-up:

- Please be sure to contact the school regarding student absences and lates. Parent(s)/guardian(s) are reminded of the importance that regular attendance and punctuality have on long-term student academic growth and success.

- Parents and guests are reminded to check-in with our main office prior to entering the building during our regular school day.
- Guests and visitors to our learning community will be given a visitor badge so our students and staff can identify those who are welcome in the building.
- Please allow space directly in front of the main doors for bus drop-off/pick-up, this is particularly important for those students requiring wheelchair accessibility.
- Please make sure that your demographic information is up-to-date and correct so that the school can contact you in a timely manner.
- Please refrain from texting or contacting your child via cellphone during class time as this disrupts the learning of others. We ask that parent(s)/guardian(s) contact the main office who can relay any important messages to your child(ren).

As families begin to develop their fall calendars, please be aware of the following up-coming dates and events in August and September:

August 29, 30, & 31	Student ID Photos from 9am – 3pm
Monday, August 29	Teachers return to school
Thursday, September 1	Grade 10s 8:55 am-3:34 pm Grade 11s & 12s start at 12:30 pm-3:34 pm All students in attendance
Friday, September 2	8:55am-12:45pm
Thursday September 22	Meet the Teacher from 6:30 pm-8:00 pm
Friday September 23	Non-Instructional Day
Monday September 26	Parent Council AGM at 7 pm

Lastly, in our conversations with students over the coming days we will emphasize the importance of participating in extracurricular clubs, teams, and groups. This includes students contributing to the Fine Arts productions, trying out for athletic teams, joining clubs, and becoming active in our school’s extensive extra-curricular opportunities. Developing a stronger connection through extra-curricular activities ultimately results in improved academic performance. I highly encourage your child to put themselves forward for these opportunities throughout the school year.

We truly look forward to connecting with all our students and parent(s)/guardian(s) in the coming days and weeks as we begin our exciting 2022-2023 learning journey. If you have any questions, please do not hesitate to contact me or Assistant Principals Eve Moreau (last names A-G), Tim Kitchen (last names H-O), or Rachel Elliott (last names P-Z) throughout the course of the year.

Joel Leavitt  
Principal – Crescent Heights High School

## 2022-2023 Timetable Update

As we finalize schedules and teaching assignments, students may have changes made to their respective timetables. These changes happen in an effort to lower overall class sizes and provide students with optimal learning environments/situations.

Bell times are as follows:

### Monday – Thursday

Period 1	8:55am – 10:25am
Period 2	10:28am – 11:58am
Lunch	11:58am – 12:31pm
Period 3	12:31pm – 2:01pm
Period 4	2:04pm – 3:34pm

### Friday

Period 1	8:55am – 9:51am
Period 2	9:53am – 10:49am
Period 3	10:51am – 11:47am
Period 4	11:49am – 12:45pm

2022-2023 Welcome Back Schedule	
Thursday, September 1 Staggered Entry	
8:50am	Busses arrive
9:00am-10:00am	Welcome Assembly for Grade 10s to the Main Gym <ul style="list-style-type: none"> <li>Teachers will direct students to the Main Gym</li> <li>Period 1 teachers will hold name signs up in the gym</li> <li>Students will sit with their Period 1 teacher</li> </ul>
10:00am-12:00pm	Homeroom <ul style="list-style-type: none"> <li>Homeroom teacher &amp; student introductions</li> <li>Student Code of Conduct</li> <li>Icebreaker Games</li> <li>School Tour</li> </ul>
12:15pm-1:00pm	Welcome Assembly for Grades 11 and 12
1:00pm-1:15pm	Homeroom (all grades)
1:15pm-1:48pm	Period 1
1:50pm-2:24pm	Period 2
2:26pm-2:59pm	Period 3
3:01pm-3:34pm	Period 4

<b>Friday, September 2</b>	
8:50am	Busses arrive
8:55am-9:25am	Homeroom (Period 1 Teacher)
9:27am-10:15am	Period 1
10:17am-11:05am	Period 2
11:07am-11:55am	Period 3
11:57am-12:45pm	Period 4
<b>Tuesday, September 6</b>	
8:50am	Busses arrive
8:55am-10:20am	Period 2
10:26am-10:43am	Homeroom (Period 1 Teacher)
10:43am-12:08pm	Period 1
12:08pm-12:41pm	Lunch
12:41pm-2:06pm	Period 4
2:09pm-3:34pm	Period 3
<b>Wednesday, September 7</b>	
8:50am	Busses arrive
8:55am-9:12am	Homeroom
9:18am-10:43am	Period 1
10:43am-12:08am	Period 2
12:08-12:41pm	Lunch
12:41pm-2:06pm	Period 3
2:09pm-3:34pm	Period 4
<b>Thursday, September 8</b>	
8:50am	Busses arrive
8:55am-10:20am	Period 2
10:26am-10:43am	Homeroom (Period 1 Teacher)
10:43am-12:08pm	Period 1
12:08pm-12:41pm	Lunch
12:41pm-2:06pm	Period 4
2:09pm-3:34pm	Period 3
<b>Friday, September 9</b>	
8:50am	Busses arrive
8:55am-9:25am	Homeroom
9:27am-10:15am	Period 1
10:17am-11:05am	Period 2
11:07am-11:55am	Period 3
11:57am-12:45pm	Period 4



Calgary Board  
of Education

# 2022 – 2023 TRADITIONAL CALENDAR

CBE schools are closed on the dates shaded grey.

Aug 29, 30, 31	Non-instruction days
September 1	First day of school
September 5	Labour Day
September 22	Flex Day Meet the Teacher
September 23	Non-instruction day
September 30	National Day for Truth and Reconciliation
October 7	System PL Indigenous Education day
October 10	Thanksgiving Day
October 27	Flex Day Parent Conferences
October 28	Non-instruction day
November 11	Remembrance Day
November 24	Flex Day Evening Open House
November 25	Non-instruction day
December 22	Last day of classes
January 9	Classes resume
February 3	Non-instruction day
February 16, 17	Teachers' Convention
February 20	Family Day
March 9	Flex Day
March 10	Non-instruction day
March 24	Last day of classes
April 3	Classes resume
April 7	Good Friday
April 10	System PL non-instruction day
May 5	Non-instruction day
May 22	Victoria Day
May 25	Graduation Day
May 29	Non-instruction day
June 9	Non-instruction day
June 29	Last day of school
June 30	Non-instruction day

August 2022	September 2022	October 2022
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November 2022	December 2022	January 2023
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February 2023	March 2023	April 2023
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May 2023	June 2023	July 2023
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Approved March 22, 2022  
Revised May 1, 2022

learning | as unique | as every student

## TRADITIONAL INSTRUCTIONAL SCHOOL CALENDAR 2022-2023

Monday, Tuesday, Wednesday	August 29, 30, 31	Non-instruction days
Thursday	September 1	First day of school for students
Monday	September 5	Labour Day
Thursday	September 22	Flex Day
Friday	September 23	Non-instruction day
Friday	September 30	National Day for Truth and Reconciliation
Friday	October 7	System Indigenous Education Professional Learning Day
Monday	October 10	Thanksgiving Day
Thursday	October 27	Flex Day   Parent Teacher Conferences PM
Friday	October 28	Non-instruction day –Parent Teacher Conferences AM
Friday	November 11	Remembrance Day
Thursday	November 24	Flex Day   Evening Open House
Friday	November 25	Non-instruction day
Thursday	December 22	Last day of classes before winter break
Monday	January 9	Classes resume
Friday	February 3	Non-instruction day
Thursday, Friday	February 16, 17	Teachers' Convention
Monday	February 20	Alberta Family Day
Thursday	March 9	Flex Day
Friday	March 10	Non-instruction day –Parent Teacher Conferences
Friday	March 24	Last day of classes before spring break
Monday	April 3	Classes resume
Friday	April 7	Good Friday
Monday	April 10	System professional learning day
Friday	May 5	Non-instruction day
Monday	May 22	Victoria Day
Thursday	May 25	Graduation Day
Monday	May 29	Non-instruction day
Friday	June 9	Non-instruction day
Thursday	June 29	Last day of school for students -Appeals
Friday	June 30	Non-instruction day –Organizational Day

### Number of Days

Month	Operational Day	Instructional Day
August	3	0
September	20	19
October	20	18
November	21	20
December	16	16
January	17	17
February	19	16
March	18	17
April	19	18
May	22	19
June	22	20
<b>TOTAL DAYS</b>	<b>197</b>	<b>180</b>

### Alberta Education and The Calgary Board of Education Requirements for Instructional Hours and School Years

- Kindergarten 475 hours per year
- Grades 1 to 9 950 hours of instruction per year in each grade
- Grades 10 to 12 1000 hours of instruction

## Student Success

Crescent Heights High School values a positive learning environment for all and works to provide students and staff with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging for all members of our school community. The [Calgary Board of Education Code of Conduct](#) outlines the roles and expectations related to student conduct. In cases where discipline may be necessary, school administration relies on the Calgary Board of Education's [Progressive Student Discipline](#) policy to provide guidelines and expectations supporting an effective school-wide approach to progressive student discipline.

## Parent Access to Student Information

MyCBE / PowerSchool provides parents, students and staff seamless access to information, transactions and completing forms online.

<https://www.cbe.ab.ca/mycbe>

We would like to ask that at least one parent/legal guardian for each student sign up for their MyCBE account prior to the beginning of the 2022-23 school year.

- For parents *without* a MyCBE account, to create one see: [MyCBE - Creating a Parent Account](#)
- For parents *with* an existing MyCBE account, to add a student see: [MyCBE - Adding Additional Students](#)

You will need a MyCBE account to:

- access to your child's program information (e.g., course assessments, daily attendance record, report card)
- view your child's learning using Brightspace by D2L
- book parent-teacher conferences
- **submit online school forms (required for 2022-23 school year)**

**Note** | For a visual guide on how to find the CBE ID within SchoolEngage, see: [SchoolEngage CBE Student ID](#)

## Report Card Information



Report cards are prepared twice each semester and marks will be available on-line for parents to access using their PowerSchool account. Printed copies of report cards are provided for parents who contact the school requesting a copy.

## School Fees Information

Information regarding school fees was not available in time to include with this opening package. School fees will be posted on Crescent Heights High School's website prior to school start up in August and we will be forwarding information through email. No student will be denied access to learning opportunities based on financial situation, please speak with the main office for more information regarding fee waiver and financial support.

Fees can be paid online using your MyCBE account.

## Student Photos August 29<sup>th</sup>, 30<sup>th</sup>, & 31<sup>st</sup> 2022



This year we will be taking student photos and developing student identification cards before the school year begins. Students are asked to come to the school and go to the auxiliary gym (also known as the blue gym) on:

- Monday, August 29<sup>th</sup>, 2022
- Tuesday, August 30<sup>th</sup>, 2022
- Wednesday, August 31<sup>st</sup>, 2022

Lifetouch photographers will be available for all three days from 9:00 am - 3:00 pm. We are asking all students to mark these days in their calendars and to make this a priority to decrease interruptions to our school's start-up the following week. **Please check with our school website and social media feeds for any changes.**

## Social Media: Stay Connected With Us



Parent and student members of our community are encouraged to follow us because #CHHScowboysrock!

**Email Address:** crescentheights@cbe.ab.ca

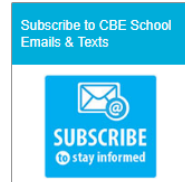
**Twitter Account:** @CrescentCowboys

**School Instagram:** @crescentcowboys

**Athletics Instagram:** @chhsathletics

## School Messenger Information

Stay informed with school information, sign up to receive electronic messages from our school. Look for the following icon on our webpage for further information.



School Messenger allows you to receive emails regarding important updates for school start up. Please be sure you have subscribed and you contact information is correct. Contact the main office if you need support with subscribing.

[School  
Messenger Sign  
Up](#)





## **Student Lockers Sign-Up**

One of the things we have learned over the past few years is that not all students want to use a locker at school! Please ask your child to complete [this form](#) **before August 20<sup>th</sup>, 2022**, to indicate if they want a locker, please note they will need to be logged in to their EDUCBE account to complete the survey. Once the school knows how many students are requesting a locker, we will assign lockers and notify students. We hope to be able to give each student their own locker with this process but there is a limited supply (approximately 1000) so we are asking students to identify a student they can share with if needed. Students will be able to come to the business office to get their locker info when they come to get their photos taken on August 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>

## **Important Student Services Information**

### **Student Schedules:**

Student schedules will be available through their Power School account in early August. Please note that schedules may change until the first day of classes as counsellors balance classes and add new sections as classes fill up.

### **Online Course Change Requests:**

To request a course change, please ask your student(s) to complete the following form. The link to this online form will also be available on the Crescent Heights website and in the link tree on our CHHS Instagram @Crescentcowboys.

<https://bit.ly/CHHS2022CourseChange>

Please note students need to be signed in to Google using their CBE credentials (educbe email address). Please ensure they log out of their personal Gmail/Google Drive account before completing the form.

This process is designed to develop a more effective way of requesting course changes for students without missing classes and to eliminate the long line-ups and wait times students have experienced during the first days of school.

\*\*\*Online course change requests will only run for the summer and the first week of classes.

Please submit **all requests** in one form.

There are important points and guidelines that you must be aware of:

1. Changes will not be made based on switching to a specific teacher (or switching out of a specific teacher's class).
2. Teaching assignments often change, the teacher listed on your timetable may not be the teacher when the class begins in September.
3. All schedules are subject to change.
4. Courses cannot be moved to different periods because of other commitments. Students are expected to be available for classes during the times they are scheduled and for all periods of the 4-period school day.
5. This form will ensure that counsellors receive and address every student's request. Only one request will be needed. Once you have submitted you will not be able to change it or submit again. Be thorough and thoughtful with your explanation of requests. Further emails or phone calls to counsellors may not receive a response in time for start-up.
6. Please use this online form for "dropping" courses- Students in grade 12 are required to have a minimum of three courses per semester taken at Crescent Heights HS. Students in grade 11 may be eligible for one spare during the year. Grade 10s are not eligible for spares.
7. Counsellors will only contact you if there are questions regarding your schedule. Please be patient and check PowerSchool often for changes to your schedule.
8. If your counsellor needs to see you in person to discuss timetable concerns, a course named "See Counsellor" will be added to your schedule. Only those students will be called out of classes during the first 3 days of school to see their counsellor. We will not have line-ups outside of Guidance this year. All other requests will be through this online form.
9. While you can make all your requests here, please know that counsellors will focus on semester one requests/getting the fall ready for you. Students will be able to make appointments to see their counsellor for semester two changes in late October.
10. Counsellors will begin working on the changes near the end of August when they return to work and will start with this form so please only use this form to communicate change requests. Email course requests will not be responded to. Thank you!

### **Grade 10 Course Changes:**

Grade 10 students were placed in courses based on their middle schools' recommendations and the students' requests for options. Timetables have been created based on the requests from the students' middle schools. They may use the online form to request option class changes and counsellors will do their best to see if this is possible or place students on a waitlist. Please check your schedule often as we work through our waitlist daily until the end of the first week of classes. Students **must stay in classes they transferred for** if this is not their designated high school.

## Troubleshooting

During the summer months there can be online issues that may arise in which links or accounts are not working correctly. The network maintenance that occurs in July and August is vital for school networks to run seamlessly as students return in September. If you are experiencing delays or problems with the process, please be patient and continue to attempt completing the form. There are limited CBE staff members available to correct the problems. Be assured that all requests will be seen and processed by the counsellors at Crescent Heights High School in a timely manner.

## IMPORTANT INFORMATION FOR GRADE 12 STUDENTS, PARENTS AND GUARDIANS:



It may seem early to be preparing for graduation, but please keep the following information in mind as we progress through the school year:

- **To participate in the graduation closing ceremony and banquet, students must meet the requirements to receive a high school diploma by March 25<sup>th</sup>.**
- **To be able to purchase tickets for the closing ceremony and banquet, all school related fees must be paid.**

### Regarding Ticket Information:

- Starting in March, we will be communicating important information regarding ticket purchase. This communication will take place through the email addresses provided for the first contact of grade 12 students. **Please double check that the email address that is on your child's demographic profile is correct to ensure that you receive all communication.**
- You will only receive this information about tickets if you have selected to receive commercial emails from the school. You can update your preference by clicking this link.
- Please Note: Due to the Freedom and Information and Privacy Policy (FOIP), **if your student turns 18 at any time during the school year, the communication will be sent directly to them** as they are now considered a legal adult. Please communicate with them the importance about sharing any information they receive with you in a timely manner to ensure that deadlines are met. Information will also be available on the school web site just after Spring Break 2023.

### Grad Regalia Information

- Your child will be sized for their graduation gown during Homeroom classes at the beginning of second semester.

## **Athletics**

*Please note that dates and plans for Athletics are subject to change. To stay up to date, please check our website and/or social media for updates.*



### **Volleyball Information**

#### **Volleyball Open Gyms for all Players**

**Location:** Main Gym

**Dates/Time:**

- Friday, August 26 from 12:30-2:00pm
- Monday, August 29 from 12:30-2:00pm
- Tuesday, August 30 from 12:30-2:00pm

If you have any questions, please do not hesitate to contact our Athletic Director, Meagan Moulton ([memoulton@cbe.ab.ca](mailto:memoulton@cbe.ab.ca)).



### **Cross Country Information**

#### **Cross Country Practice**

Whether you are an avid runner, want to learn how to run or want to improve your overall fitness – Cross Country is the team for you! Everyone is welcome! We will teach the basics of running and give you the skills to succeed in racing.

Please find the “Annual Authorization for Athletic Tryout” on our school website, complete it, have it signed and bring it to the first practice. Training will start in September, watch the website and social media for more information.

If you have any questions, please do not hesitate to contact our Athletic Director (and part-time Coach) Meagan Moulton ([memoulton@cbe.ab.ca](mailto:memoulton@cbe.ab.ca)) or Head Coach Ken Rose ([kcrose@cbe.ab.ca](mailto:kcrose@cbe.ab.ca)).



### **Football Information**

#### **Junior Football Fall Camp**

Grade 10 students – Are you interested in playing football at Crescent Heights? Whether you are new to the sport or play within the community, we want you! Everyone is welcome to join. All you need to bring is athletic gear (t-shirt/shorts) and a pair of cleats. All football-specific equipment will be provided to you. Come out and give it a try!

## **Football Schedule**

### **Equipment Hand Out**

- Thursday, August 25<sup>th</sup> at 2:00pm.
- Meet in the Main Gym

### **Fall Camp Practices**

- Thursday, August 25<sup>th</sup> at 3:00pm
- Friday, August 26<sup>th</sup> at 2:00pm
- Monday, August 29<sup>th</sup> at 3:00pm
- Tuesday, August 30<sup>th</sup> at 3:00pm
- Wednesday, August 31<sup>st</sup> at 3 pm

Please find the “Annual Authorization for Athletic Tryout” on our school website, complete it, have it signed and bring it to the first practice.

If you have any questions, please do not hesitate to contact Mr. Sayer ([aesayer@cbe.ab.ca](mailto:aesayer@cbe.ab.ca)).

## **Senior Football Fall Camp**

Any students entering Grade 11 or 12 interested in playing football at Crescent Heights are still welcome to join our Fall Camp, even if you missed out on Spring Camp in June! The first day of Fall Camp is Tuesday, August 25<sup>th</sup>. All you need to bring is athletic gear (t-shirt/shorts) and a pair of cleats. Any football-specific equipment will be provided to you.

### **Schedule**

#### **Equipment Hand Out**

- Thursday, August 25<sup>th</sup> at 2:00pm
- Meet in the Main Gym

#### **Fall Camp Practices**

- Thursday, August 25<sup>th</sup> at 3:00pm
- Friday, August 26<sup>th</sup> at 2:00pm
- Monday, August 29<sup>th</sup> at 3:00pm
- Tuesday, August 30<sup>th</sup> at 3:00pm
- Wednesday, August 31<sup>st</sup> at 3:00pm

Please find the “Annual Authorization for Athletic Tryout” on our school website, complete it, have it signed and bring it to the first practice.

If for some reason you cannot attend this first day or have more questions, please email Coach Sayer ([aesayer@cbe.ab.ca](mailto:aesayer@cbe.ab.ca)) to inform us when you will be able to make it out.

## Crescent Heights High School Archives



The Crescent Heights High School Archives exist to collect and preserve records and artifacts which document the history of Crescent Heights High School students, staff, and alumni.

The Archives houses and displays memorabilia which showcases 100+ years of Crescent's incredibly rich history.

The Archives are open every Thursday during the school year, from 10 am to 2 pm, in Room 401. We encourage students and staff to drop by and parents and alumni who would like to visit please email [crescentheights@cbe.ab.ca](mailto:crescentheights@cbe.ab.ca) and parking and signing in details will be sent to you. Volunteers are happy to guide you through the displays and help you with any research questions you may have.

The Archives are very thankful for all the support it receives from Crescent Heights High School, The C.H.H.S. Parent Society, and the Alumni and Friends of C.H.H.S.



## CRESCENT HEIGHTS HIGH SCHOOL STUDENT PARKING PASS (required for students to park at the school)

**Parking is very limited at Crescent Heights High School** and as such, students wanting to park on the school property are required to make application.

To be considered eligible for a parking pass, students making application must:

- hold a Valid Class 5 Alberta Driver's License as of October 6<sup>th</sup> and
- have paid their school fees through the **Business Office or online** by the October 6 application deadline.
- Applications must be dropped off in person between September 12, 2022, to October 6, 2022.

Please note that due to the limited parking stalls available, priority will be given to students enrolled in Grade 12. Limited parking requires all students to have arranged alternate transportation to and from school in the event they do not receive a parking pass.

Completed application forms received by 3:00 p.m. October 6<sup>th</sup> will be placed in a lottery draw and the successful applicants will be posted. The \$40.00+gst annual parking fee is to be paid to the Business Office before the successful applicants will be issued their parking pass. Parking passes not paid for and picked up will be re-distributed.

Please print and complete the [student parking application form](#).

Student parking is available only in the northwest parking lot of the school and the parking pass must be displayed on the vehicle's dashboard/rearview mirror at all times. Vehicles parked in the school parking lot without a parking pass are subject to ticketing from the Calgary Parking Authority.

Please note that, as explained, parking passes do not guarantee a parking space. The pass indicates the vehicle belongs to a CHHS student and the student is aware of the responsibilities associated with holding a parking pass for our property. Parking passes may be revoked without refund if a student engages in unsafe behavior with their car or anywhere in the school community.

## **What do I do if ...**

### **What do I do if I have concerns, questions or issues about my child's marks, assessment, assignments, or course work?**

Speaking directly with your child's teacher is always the best first approach. The teacher works directly with students and is best able to discuss the details of class learning activities, forms of assessment, practices, and policies.

Contact can be made via email (available on course outline or school website), voice mail or a telephone call to the school. Drop-in visits and unscheduled appointments are not possible due to the nature of teacher work, school safety and security, as well as administration's practices regarding the importance of structured meeting times.

### **What do I do if I have a question about my child's lates or absences?**

You can view your child's attendance in PowerSchool. Please contact your child's Assistant Principal if you have concerns about their attendance or lates.

### **What do I do if I have concerns, questions, or issues about my child's school team/extra-curricular, decisions, actions, playing time?**

Speaking directly first with your child's coach/teacher is the best course of action. The coach works directly with students and is best able to discuss the details of any concerns, questions, or issues you may have. If concerns remain after speaking with the coach, then contact with the athletic directors/learning leader is your next step.

Contact can be made via email (available on course outline or school website), voice mail or a telephone call to the school. Also access the contact us page found on the Crescent Heights High School [website](#). Drop-in visits and unscheduled appointments are not possible due to the nature of teacher work, school safety and security, as well as administration's practices regarding the importance of structured meeting times.



### **What if I am dissatisfied with my interactions(s) with a staff member?**

Please contact the learning leader of the specific department. For support staff members (those who are not teachers) please visit the [contact us](#) page.

Should the concern involve a learning leader, please contact your child's assistant principal.

Surnames:

A to G	Ms. Moreau	e: <a href="mailto:ekmoreau@cbe.ab.ca">ekmoreau@cbe.ab.ca</a>	p: 2107
H to O	Mr. Kitchen	e: <a href="mailto:tckitchen@cbe.ab.ca">tckitchen@cbe.ab.ca</a>	p: 2108
P to Z	Ms. Elliott	e: <a href="mailto:rmelliott@cbe.ab.ca">rmelliott@cbe.ab.ca</a>	p: 2109

### **If I have a concern /question about post-secondary, summer school, online courses, scholarships, bursaries, or other educational matters, who at Crescent Heights do I contact?**

Guidance counsellors provide excellent assistance, information, and direction for students and family for all such matters. Please contact the Guidance Secretary at (403) 276-5521, ext. 2168 to be put in contact with the appropriate counsellor.

### **If I have questions about fees, including how to pay or paying in installments, who do I talk to?**

Our business office personnel are best able to help you. Please call (403) 276-5521, ext. 2104 for your direct source of information regarding fees and money matters.

### **If my child is experiencing significant personal, social, emotional, or family issues, who should I speak to at Crescent Heights? Should I even contact the school?**

Our focus is on supporting academic success and well-being for all our students. Partnering together to support your child will increase success.

Please contact the guidance counsellor and/or assistant principal.

Surnames:

A to G	Mr. Dancey ( <a href="mailto:btdancey@cbe.ab.ca">btdancey@cbe.ab.ca</a> ) /Ms. Moreau
H to O	Ms. Moar ( <a href="mailto:jlmoar@cbe.ab.ca">jlmoar@cbe.ab.ca</a> ) /Mr. Kitchen
P to Z	Ms. Barnes ( <a href="mailto:dmbarnes@cbe.ab.ca">dmbarnes@cbe.ab.ca</a> ) /Ms. Elliott

\*Issues related to bullying, drugs/alcohol, or other matters impacting safety and security should include the Assistant Principal and our School Resource Officer (SRO).

## Crescent Heights High School Support for Parents

Speaking directly to those most closely involved is more effective, efficient, and timely.  
Contact with parents, students, community members is welcome.

Please refer to the chart below for the appropriate support for parents.

Concern	1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact	4 <sup>th</sup> Contact
<b>Attendance Lates</b>	PowerSchool Parent Portal	Main Office	Teacher	Administration
<b>Classroom Focus:</b> Assignments Marks Assessment Interactions Daily Events	Teacher	Learning Leader	Guidance Counsellor or Assistant Principal	Principal
<b>Course or Subject Focus</b>	Teacher	Learning Leader	Assistant Principal	Principal
<b>Athletics</b>	Coach/Teacher	Athletic Director/Learning Leader	Principal	
<b>Financial Focus:</b> Fees Receipts Refunds	Business Office	Principal		
<b>Programming Registration Course Selection</b>	Guidance	Assistant Principal	Principal	
<b>Scholarships Bursaries Post-Secondary</b>	Guidance Counsellors			
<b>Family/Personal Matters Impacting Learning</b>	Guidance Counsellors	Assistant Principals or School Resource Officer	Principal	
<b>Work Experience Registered Apprenticeship</b>	Work Experience Coordinator	Guidance		
<b>School Philosophy Organization</b>	Principal			
<b>Bullying, Drugs, Alcohol or Other Matters Impacting Safety and Security</b>	Assistant Principal and School Resource Officer (SRO)	Principal		

**Main Office:** 403-276-5521, ext. 0

**Attendance Line:** 403-276-5521, ext. 1

**Website:** <http://school.cbe.ab.ca/school/CrescentHeights/Pages/default.aspx>

**My CBE:** <https://www.cbe.ab.ca/mycbe>

Dear Students, Parents/Legal Guardians:  
**Student/Parent Orientation Evening**  
**September 22, 2022**  
**6:30 p.m. – 8:00 p.m.**

We want to welcome you to our school and we hope that you and your child will join us for the High School Orientation evening that will be held on Thursday, September 22<sup>nd</sup> at 6:30 pm. The purpose of this evening is to provide parents/legal guardians with information about Crescent Heights High School, the programs, and services that we provide and the opportunities that are available to students.

We are inviting our students to accompany their parents this evening. Students, you will be sharing a “day in your life” at Crescent with your parent/guardians. We know that students and parents frequently have questions and concerns about transitioning into high school. We hope that by attending our orientation session you will learn more about our school and will feel comfortable contacting us at any time. **Please note that all staff will be in attendance.**

The evening agenda will be as follows:

5:30 – 6:30 p.m. – Advanced Placement (AP) Orientation Session for Parents and Students requesting AP course information.

For all Parents/Students:

6:30 p.m. – 6:56 p.m. – Student Centre/Principal Welcome

6:56 p.m. – 7:06 p.m. – Homeroom/Period 1

7:09 p.m. – 7:19 p.m. – Period 2

7:22 p.m. – 7:32 p.m. – Period 3

7:35 p.m. – 7:45 p.m. – Period 4

7:45 p.m. – 8:00 p.m. – Administration in the Student Centre to answer questions.

We are looking forward to meeting you on Thursday, September 22<sup>nd</sup> at 6:30 pm!

Sincerely,



Mr. Joel Leavitt  
Principal  
Crescent Heights High School



## Crescent Heights High School Council

[chsparentcouncil@hotmail.com](mailto:chsparentcouncil@hotmail.com)

### *Welcome,*

Hope you all had a great summer!

Whether you are a returning parent/guardian or new to the school we would like to welcome you to Crescent Heights High School for the 2022/2023 school year! As parents/guardians, you are all a part of our School Council/ Parents Society and more than welcome to attend our meetings. During your child's time at Crescent Heights, we encourage parent involvement even though it may look a little different from elementary or middle school, it is more than welcome!

We would like to encourage you to add your name to our email list to be kept up to date on meetings, news or events that school council is involved in or are holding! You can email your name and email address to [chsparentcouncil@hotmail.com](mailto:chsparentcouncil@hotmail.com) with the comment "Inform me." Even if you were on the list last year please email as we do recreate the list every year. You can also find information about meetings and what is happening with council on the school website.

***To get you started here are a couple of items to keep in mind for the 2022/2023 school year:***

#### **Notice of Annual General Meeting**

Date: Monday September 26th at 7:00 pm, information regarding this meeting will be sent to families in September. We will be holding an election for the following position:

#### **School Council Parents Society**

Chair President Treasurer

Vice Chair Vice President

Secretary Secretary

There will be a short School Council and Parents Society meeting held prior to elections. Any Parent/Guardian is eligible to run for the above positions. There will also be a description of positions posted on the website.

Regular Meeting dates are typically the last Monday of the month. More details will be shared following the AGM in September.