



Calgary Christian School

Student & Parent Handbooks

Secondary Campus
(Grades 7 – 12)

5029 – 26 Avenue SW
Calgary, AB T3E 0R6
Tel: (403) 242-2896
Fax: (403) 686-1281

www.calgarychristianschool.com

Student Handbook	2
Academics	3
Awards	3
Obtaining Credit for Private Music Study	4
Powerschool & Report Cards	4
Attendance	5
Code of Conduct	5
Discipline	5
Dress Code	6
Faith Formation	7
Fire Drill & Lockdown	7
Graduation Requirements	8
Graduation	8
Illicit Behaviours	8
Lunch	9
Medical Conditions	9
Passion Projects	9
PATs (Provincial Achievement Tests)	9
PE Gym Strip	9
Plagiarism & Academic Integrity	10
Phones	11
Senior Projects	11
Spares/Open Study	11
Student-Owned Devices	11
Students Who Drive	12
Parent Handbook	13
Absences and Lates	13
Busing	14
Calgary Society for Christian Education (CSCE)	14
Mission Statement	14
Vision	14
Vision Statement	14
Society Membership	15
Educational Basis and Creed	15
Five Pillars of Excellence	15
Communication & Newsletter	15
Contacts	16
Discipline Policy	16

Fundraising	16
Hot Lunches & Cougar Cafe	17
Insurance	17
Medical Concerns & Community Health Nurse	17
Parking Lot	18
Parent Teacher Conferences	18
Parents Who Pray	18
Reporting, Powerschool & Report Cards	18
School Council	18
Society Meetings	19
Teaching Staff	19
Volunteering	19
Driving Permission	20
Weather & School Cancellation	20
Extras & Resources	21
Career Counselor	21
Christian Credit Union Youth Banking Program	21
Family School Liaison Program	21
Appendices	22
Appendix A	22
CCS STUDENT CODE OF CONDUCT	22

Student Handbook

Topics are arranged alphabetically, or you can use the linked table of contents on the previous page.

Academics

(PATs/Diploma exams, streaming, awards, report cards, credits)

Awards

An awards ceremony in June recognizes outstanding students in a number of ways. Please note, some of the following awards are designated for specific grade levels only. Contact the school for more information.

- *Honour Roll* – presented to students with averages of 80% or higher with no mark below 75% in Math, Science, Social Studies, Language Arts, Music, PE and French/Spanish.
- *Academic Award* – presented to students for achieving over 90% in an individual subject.
- *Athletes of the Year* – presented to two students in grades 7-9 and two students in grades 10-12 who are involved in school teams and intramurals, who demonstrate Christian character and leadership, good sportsmanship, athletic ability, and contribution to team effort.
- *Fine Arts Award* – presented to students who best demonstrate participation, ability, and leadership in music, drama, and fine arts.
- *Service Award* – presented to students who contribute freely and unselfishly to out-of-class activities such as student's council and class committees.
- *Diligence Award* – presented to a student who demonstrates determination in achieving academic and social growth.
- *Valedictorian* – presented to a Grade 12 student with the highest academic standing who exemplifies Christian perspective, service to the student community, social graces, and has good public speaking skills.
- *Richard Abma Award* – The Richard Abma Award is given to a Grade 12 student who has produced a senior project that has gone above and beyond expectations. The recipient of this award has shown evidence of deep and mature Christian perspective and personal growth. The beneficiary of this award has grown personally through evidence of thought, challenge, and creativity in their project (\$200).
- *Wendy Both Award* – awarded to a student who demonstrates Christian service and kindness through a positive attitude, consistent effort and continued self-advocacy.

- *Dr. Eva Nosal Bursary* – a \$1,000 tuition bursary awarded to a Grade 9 student who: has attended Calgary Christian School for a minimum of 3 years, has registered for Grade 10 at Calgary Christian School, exhibits a Christian lifestyle, and displays dedication to school studies. Preference is given to families who demonstrate financial need.
- *Van Brummelen Bursary Award* – presented to a student demonstrating Christian leadership, maturity and dedication during their years at CCS, and who plans to enroll in a Christian college. Criteria for selection include educational and career goals, academic achievements, and extracurricular activities in the School and in the Community (\$500).
- *Patricia B. Olivier Memorial Award* – presented to a Grade 12 student who is enrolling in a Christian college and intends to major in Education. The recipient will be chosen through a 500-800 word essay and/or an interview with administration on “Christian Education” (\$500).
- *Catherine Weening Memorial Scholarship* – presented to a Grade 12 student who is pursuing post-secondary education and exemplifies Christian character, diligence in academics, and active participation in the Fine Arts and/or Athletics programs within the Calgary Christian School community (\$500 towards post-secondary tuition).
- *Alex Schaap Memorial Scholarship* – presented by the ASCEND Charity to a Grade 12 student for post-secondary training in the field of technology. The recipient will be a self-confessed gadget junkie; an exceptionally creative and resourceful person who thinks ‘out of the box’ and demonstrates an enthusiasm for learning (\$1,000).
- *Marit McKenzie Memorial Fine Arts Scholarship* – Marit McKenzie was a student at CCS from grades 1-12 and was a creative and original thinker, who loved life and had a passion for fine arts. In her grade 12 year she was the recipient of the Virtue Award which is given to the student who best promotes fairness, goodness and selflessness in their daily interactions with others. The purpose of this scholarship is to provide both assistance and motivation to those who wish to pursue their post-secondary education in the Fine Arts (\$1,000).

Obtaining Credit for Private Music Study

Students may claim up to 15 credits in the Private Music Study area towards their High School Diploma. Credit can be recommended on the basis of official transcripts as issued by Conservatory Canada or the Royal Conservatory of Music. Students are to have passed both specific practical and theory components for particular course levels. Music credit questions should be directed to the Principal or Vice Principal.

Edsby & Report Cards

The Edsby application (mobile & web) is a tool integrated into the Edsby Student Information System (SIS) and is specifically developed for parents and students.

Parent and student sign-on offers a number of benefits, including: access to multiple students with one log-on, a personalized account for each parent and guardian, access to current grades, a view of missing assignments, and the ability for parents/guardians to retrieve their own login information. Parents will also have access to their student's progress reports and class attendance. The Portal will be closed during the exam period in January and in June.

Students receive a Report Card in February and at the end of June.

Attendance

Success in school is directly related to satisfactory attendance. Please notify the school of student absences or late arrivals as soon as possible by emailing ccssoffice@pallisersd.ab.ca or using the quick link on the [front page of the website](#). Students who are away from class on school-sanctioned activities are not considered absent.

It is the student's responsibility to be in the classroom by the start time. Students who arrive late to class disrupt the learning that is to occur in the classroom.

Code of Conduct

(see also Appendix A)

Students shall conduct themselves so as to reasonably comply with the following code of conduct:

- be diligent in pursuing their studies;
- attend school regularly and punctually;
- cooperate with everyone authorized by the school to provide education programs and other services;
- comply with the rules of the school;
- account to their teachers for their conduct;
- respect the rights of others

The school will provide a safe and caring environment that fosters and maintains respectful and responsible behavior.

All school staff have the right and responsibility to monitor student behaviour and to take actions to regulate inappropriate conduct.

Discipline

By following the standards outlined in the Partnership Agreement, a behaviour contract that is included in the enrolment process, students are expected to be

courteous, considerate, and respectful in their interactions with teachers, school staff, volunteers, and other students.

Students are expected to be responsible in their use of school resources, equipment, and property; to respect their own belongings; and to respect the belongings of others. Students are accountable to all teachers, school staff, volunteers, and each other while on school premises, on buses, and on all school related activities.

Calgary Christian School is a “contact-free” school: this means hitting, kicking, shoving, and the like are not permitted. Foul language will not be tolerated. When corrective action becomes necessary, the school strives to use discipline that is restorative. Teachers will encourage positive behaviour and hold students accountable for negative behaviour.

- If students skip required events (class, chapel, etc), they will be required to make amends with the teacher(s) and/or administration.
- Students who skip tests will schedule a meeting with their teacher upon their return to class to discuss next steps.
- If students choose not to hand in assigned work or to skip classes and tests, they will be suspended from any/all extra-curricular activities effective immediately. If students wish to participate in sports, drama, music, trips, etc. they must first demonstrate that they are reliable and focused students.

The school and home will work together in situations where major disciplinary action is required. The Superintendent of Palliser Regional Schools is the final authority on all major disciplinary action, including expulsions.

Dress Code

Calgary Christian Secondary School aims to create an environment that is conducive to a place of learning and a place of work. Students are expected to be thoughtful and respectful in how they dress and behave within this context. Dress should be appropriate for the school setting, and conducive to a safe environment.

Staff and students came together and formed the following understanding:

- Clothes should be made of opaque fabric, not transparent and must not reveal visible undergarments (visible straps are allowed)
- Shorts/skirts/dresses need to fully cover underwear and buttocks
- Pants should not be worn so low at the waist that undergarments are visible
- No low cut tops or muscle shirts
- Faces and ears need to be visible within the classroom (ie. Hoodie sweatshirts, hats, bandanas)
- Ripped jeans are permitted, as long as underwear and buttocks are not exposed

- Footwear should be safe and appropriate
- Messages on clothing should not display any words or symbols that depict discrimination, hate, violence, profanity, and inappropriate or restricted substances

Faith Formation

All students at Calgary Christian School attend and participate in devotions, chapels and assemblies on a regular basis. Parents and guests are always welcome at chapels and assemblies.

Fire Drill & Lockdown

Fire Drills – Evacuation Procedures

In the event of an emergency evacuation, students and teachers should use the nearest and most direct exit route from their location. Routes are posted by each classroom exit. If the most direct path is blocked, the next nearest and direct path should be chosen. Upon exiting, people should proceed to muster points as directed, and assemble in their class so that the teacher can ensure all students are accounted for. Nobody should re-enter the building until the all-clear is sounded by the Principal.

Lockdown Procedures

In the Palliser Regional Schools Crisis Response Manual, a critical incident is defined as a traumatic incident outside the realm of normal human experience that is markedly distressing. It impacts individuals, as well as the educational process itself, because the people in that system experience confusion and disorganization. Should a critical incident occur, the school will ensure a safe and caring school environment by focusing on the key areas of prevention and early intervention.

The school administrator or Calgary Police Service may initiate a lockdown. A lockdown means that students remain in their classrooms or other designated safe areas with precautions taken to minimize their visibility. School and classroom doors remain locked for the duration of the lockdown. Police will advise the school when the lockdown status can be lifted.

Should the police advise, a School Alert Status may be implemented rather than a Lockdown. School Alert Status would retain a locked school and classrooms but the minimal visibility restriction would be lifted. Students could remain in their desks and could be escorted from their classrooms to use the washroom facilities.

- If a lockdown situation arises at our school during classes, an announcement will be made over the PA system.
- Students that are not in class should proceed immediately to the nearest lockable room.

- During the lockdown, students are to keep away from doors or windows and remain silent.
- Once an area or room has been secured, no one is to be let in or out until directed to do so from the school office.
- Authorities will announce when it is safe to come out of lockdown.
- Once the all-clear announcement is made, subsequent directions will be provided.

To ensure the ongoing security of students, Calgary Christian School operates an alarm and security system at both campuses that includes cameras, locked doors, and passkey technology.

Graduation Requirements

The Province of Alberta records the courses that students complete, determines the student's eligibility for the Alberta High School Diploma and awards this certification directly to students.

To attain an Alberta High School Diploma, a student must:

- Earn a minimum of 100 credits
- Complete and meet the standards of the following courses:
English 30-1 or English 30-2
Social Studies 30-1 or Social Studies 30-2
Mathematics 20-1, Mathematics 20-2, or Mathematics 24
Biology 20 or Chemistry 20 or Physics 20 or Science 20 or Science 24
Physical Education 10 (3 credits)
Career and Life Management 20 (3 credits)
- Earn a minimum of 10 credits, in any combination, from:
Career and Technology Studies (CTS)
Fine Arts
Second Languages
Physical Education 20 and/or 30
- Earn a minimum of 20 credits in 30-Level courses or 3000 Level CTS courses

Note: In order to participate in CCS graduations, students must successfully complete a grade 12 senior project and two of the following:

- Religious Ethics 20
- Religious Meanings 20
- World Religions 30

Graduation

The school, together with a student Grad Committee, organizes a Graduation Ceremony to recognize the achievements of the students in the graduating class. Graduation information is provided by the Graduation Committee teacher sponsor.

Illicit Behaviours

In promoting healthy active living, students are strongly urged to refrain from smoking, vaping, alcohol, non-prescription drug use, etc. The Government of Alberta Prevention of Youth Tobacco Use Act prohibits the possession or use of tobacco/vaping by anyone under the age of 18 years old as well as students attending school who may be 18 or older. The school buildings, school grounds, and surrounding property are tobacco/vaping/non-prescription drugs/alcohol/etc. free environments for all staff and students. Students are not permitted to use tobacco/vaping/alcohol/non-prescription drugs/etc. products, be in the possession of such products, or associate with others using such products in these areas. Students who are on off-campus excursions are likewise not permitted to use such products, be in the possession of such products, or associate with people who are using such products.

Lunch

Grade 7 are required to stay on campus for both recess and lunch. Lunches are eaten in classrooms and supervised by teachers. Grade 8 - 12 students have off-campus privileges during lunch and their behaviour is still governed by the student code of conduct.

Medical Conditions

School personnel may not administer medication to students without appropriate authorization and training. Parents may request that school staff administer medication to their students or if a student suffers from a life-threatening allergy or condition, parents should complete [this online "Medical Alert Form"](#).

Passion Projects

All grade 9 students will complete a passion project designed to highlight their interests.

PATs (Provincial Achievement Tests)

Students in Grade 9 are required to write Provincial Achievement Tests in Mathematics, Science, Language Arts, and Social Studies. These exams will take place in January and June of each school year.

PE Gym Strip

Students are required to wear the Calgary Christian School gym strip shirt for Phys Ed. A gym strip is supplied to all Grade 6, Grade 8 and all new-to-CCS Grade 7 students. Additional T-shirts may be purchased through School Cash handed out by the PE teachers.

Plagiarism & Academic Integrity

As an academic institution Calgary Christian School (CCS) expects students to make choices which display integrity and honesty in all of their work. The following outlines the CCS policies on cheating and plagiarism.

Any instances of cheating, plagiarism, or other academic fraud will be dealt with on a case-by-case basis according to the scope and severity of the issue. While typical penalties are outlined below, consequences for academic misconduct remain at the discretion of the teachers and administration and may vary.

Plagiarism is the act of taking another person's ideas, words or work and pretending that they are your own. (Oxford English Dictionary). Plagiarism can be intentional or unintentional.

Plagiarism includes but is not limited to:

- Submitting someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Neglecting to place quotations in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words in a copied and pasted sentence without giving credit
- Copying enough of a source that it makes up the majority of your work whether or not credit was given
- Re-using ideas from an assignment previously submitted or written for another course

The above applies to both the use of text and media.

Cheating:

Cheating is defined as acting in a dishonest way in order to gain an advantage, especially in a game, a competition, an exam, etc. (*Oxford English Dictionary*).

Cheating includes but is not limited to:

- Copying or allowing other individuals to copy assignments or sections of assignments and submit them as their own
- Looking at another's test and using their answers
- Looking at a phone or other device during a test
- Sharing the answers to tests verbally, on paper, or electronically
- Letting your partner do all of the work but allowing the project to be submitted with your name on it

- Turning in a project you have done in the past OR a project someone else has done and claiming it as your own
- Sharing files, answer keys or previous projects without the owner's knowledge and using them to complete assignments
- Taking home in-class assignments to spend extra time on
- Copying and pasting planning or writing done at home into in-class assignments

Plagiarism and cheating are a violation of trust and are therefore considered dishonest. The following penalties are representative of typical penalties for academic dishonesty. All penalties remain at the discretion of the teachers and administration.

Any instances of academic dishonesty will result in a zero without a chance to re-do the assignment.

Phones

Students are not permitted to use cell phones in the classrooms and learning spaces. 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.

Senior Projects

The Senior Project is intended to be an expression of a student's Christian education by celebrating individual giftedness while providing a service to a specific community. Students have all been given gifts by God and these gifts are intended to bless others. The Senior Project is designed to challenge and stretch students as they purposely work to understand and express their faith within the activities of everyday life. The finished projects will be presented and displayed at the Fine Arts Evening at the end of May.

The Grade 12 Senior Project is a graduation requirement and students will not be allowed to cross the stage at Graduation or attend the banquet.

Open Study

All time spent at school is an opportunity for learning. Whether students are in class with a teacher or not, it is an opportunity to learn. Students who do not have a scheduled class may work quietly in the LINC (Learning Information Networking Center) or the Commons. Hallways should be kept clear when classes are in session. Students must sign out at the front office if they leave the building when not assigned to a class.

Student-Owned Devices

Palliser Regional Schools believes that technology can be a powerful tool to enhance learning, enabling students to access, work with, and communicate knowledge and information. While there are potential issues associated with the use of technology, we believe that the benefits far outweigh these issues. We try to take every measure possible to ensure the safe and appropriate use of technology and the Internet by providing a safe and secure wireless network for all users. To complement this, all students, staff, and parents must adhere to established standards of acceptable use when using the school's technology or access to the Internet.

A "Student Owned Device User Agreement", available at the school office, must be completed in order for students to be allowed to bring their own devices to school and have access to the school's wireless network.

Students Who Drive

Students who have their parent's permission to drive to school are only allowed to drive themselves. Students are NOT allowed to drive each other during open study times, at lunch, or any other school sanctioned event.

End of Student Handbook

Parent Handbook

Topics are arranged alphabetically, or you can use the linked table of contents on the previous page.

Absences and Lates

Success in school is directly related to satisfactory attendance. Please notify the school of student absences or late arrivals as soon as possible by emailing ccssoffice@pallisersd.ab.ca or using the quick link on the [front page of the website](#). Students who are away from class on school-sanctioned activities are not considered absent.

It is the student's responsibility to be in the classroom by the start time. Students who arrive late to class disrupt the learning that is to occur in the classroom.

Blessings & Burdens

Blessings and Burdens is a special ministry that comes alongside families within our school community who are grieving a loss, dealing with illness, or enduring other challenging circumstances. This group also celebrates with those families who have welcomed a new baby or who have attained a major achievement. Through gifts of time, food, and other necessities our school community is supported and blessed by each other. Requests are kept confidential and can be emailed to blessings@calgarychristianschool.com.

Phones

Students are not permitted to use cell phones in the classrooms and learning spaces. Students who choose to ignore this rule may have their cell phones confiscated by 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.

Grade 9-12 students may access their phones at lunch.

As we try to limit interruptions to classrooms during the day, we highly encourage you to make arrangements with your child ahead of time. In the case of an emergency in which you need to connect with your child during the day, please email ccssoffice@palliser.sd.ab.ca or call the front office at 403.242.2896. There is a student phone at the office available for students to use anytime.

Busing

A fee-based school bus service for students in Grades K – 12 is provided by a contracted school bus company. Bus routes are designed in July and families are notified of the details of their route in August. Contact our Business Office if you require further details.

Calgary Society for Christian Education (CSCE)

As parents, we choose Christian Education at Calgary Christian School for our children because we believe that the school should contribute to their spiritual education and growth; because the biblical charge to raise our children to know God includes choosing a school that will work with us to achieve that goal; because CCS teaches from a worldview that clearly demonstrates Christ's claim over all aspects of our lives; because we understand that the choices and sacrifices we make have an eternal impact.

We deeply value the engagement of our families, and are most successful in fulfilling our Vision and Mission when everyone is active and involved. The Christian faith has a relationship at its heart – between the fallen human and our Creator and Redeemer. At Calgary Christian School, we desire a true relationship between our families and our school – one of honesty, respect, and responsibility.

We welcome you to Calgary Christian School with open hearts and open minds. Thank you for entrusting your children to our care, and thank you for partnering with us to create and refine these relationships. It is our desire that the time spent here will be fruitful and enriching as we work together in encouraging our students to *Learn, to shape God's world.*

Mission Statement

Calgary Christian School is a community, called and dedicated to integrate faith and learning, reaching for excellence in equipping responsive citizens of God's Kingdom through a Christ-centered educational environment.

Vision

God's children making the world a better place

Vision Statement

We believe that God is the Lord of all creation. As a community of Christians, together with the support of the home and encouragement of the church, we are dedicated to educating, from a biblical perspective, the children God has entrusted to us.

Within a Christian environment, the school seeks to shape its curriculum and methodology using Christian principles.

Children are unique image bearers of Christ. Therefore, we are committed to developing the gifts of each student. We wish to nurture all children so that they may be led to discover, celebrate and proclaim, both individually and communally, the restorative power of God's work in all areas of life.

We strive to provide knowledge, insight and skills to equip children for a life of faithful and joyous service to God and neighbour.

Society Membership

At least one parent in each family is to hold a membership while their children attend Calgary Christian School (Kindergarten – Grade 12). Memberships are non-transferable and renewed annually. The Society also includes Supporting Members (grandparents, alumni parents, preschool parents).

Educational Basis and Creed

The purpose of education at the school is:

- to attain understanding, wisdom, and righteousness and so instill in the child an awareness of God's presence in their life;
- to provide the child with skills and understanding of themselves, their relationship to God, to others, and to the world around them, and to faithfully serve the Lord in all areas;
- to provide learning experiences suitable to the needs and abilities of each child;
- to achieve excellence in all endeavors, in accordance with the talents God has provided each child.

This document is available in its entirety [here](#).

Communication & Newsletter

The weekly parent email is the main means of communication between Calgary Christian School (CCS) and the home which contains time-sensitive information.

All families and supporting members will be emailed the newsletter on the day of distribution as a reminder that each issue is posted on our website and to highlight any information necessary. If you are not receiving these email updates, please contact the Community Relations Office at 403-242-2896 ext. 4309 or [by email](#).

Contacts

Jadan Barthel	Principal
Thomas Currie	Vice Principal
Filma Hewitt	Learning Resource Teacher
Monique Wagner	English as an Additional Language Support
Curtis Smeding	Athletic Director, Grades 7 – 9
Mark Jonker	Athletic Director, Grades 10 – 12
Kelly Schmaltz	Family School Liaison Counselor
Leah Ekubazgi	Making Connections Worker
April Van Winkle	Administrative Assistant
Michelle Barnett	Administrative Assistant

Discipline Policy

Teachers and administration of Calgary Christian School desire to see students meet and exceed their academic, spiritual, and social potential. We believe that a major part of this process is learning to complete their school work to the best of their ability and handing it in on or before the deadline set. We also firmly believe that students need to be in the classroom working with peers in order for optimal learning to take place.

As a result the following consequences will apply when students do not hand in work or choose to skip classes:

- If students skip required events (class, faith formation, etc), they will be required to make amends with the teacher(s) and/or administration.
- Students who skip tests will be required to connect with their teacher upon their return to class. Failure to adhere to the plan created will result in consultation with administration and parents.
- If students choose not to hand in assigned work or to skip classes and tests, they will be suspended from any/all extra-curricular activities effective immediately. If students wish to participate in sports, drama, music, trips, etc.they must first demonstrate that they are reliable and focused students.

Fundraising

Fundraising event information is sent regularly to Society members via email. Additionally, it is posted on the CCS website and advertised in the Parent email and School Newsletter.

Fundraising activities conducted within and for CCS must be approved by the Society's Executive Director and coordinated through the Community Relations Office.

The Society's fund raising activities may include donation drives as well as special events throughout the year. Funds raised may support specific programs, general operations, and/or special capital improvements.

Hot Lunches & Cougar Cafe

The Cougar Café provides hot lunches during the week. The meals are cooked daily by Chef Chris and should be pre-ordered in advance on-line at hotlunches.net (there will only be a limited number of extra meals for purchase each day). Student groups wishing to raise funds for extracurricular activities may work the daily Cougar Cafe during the lunch hour. The hot lunch program is a service coordinated by the Society.

Insurance

The Board of Trustees of Palliser Regional Schools has invested in IAP Student Accident Insurance, with enhanced coverage for the school year. This provides insurance coverage for all students from the time they leave their residence to travel to school to the time they arrive at their residence (or their first destination) after school. This coverage also applies during approved and supervised school trips/activities. The coverage is provided by Palliser at no cost to students. The enhanced coverage includes up to a maximum of \$1,000 for ground ambulance service and paramedical coverage (chiropractic, osteopathy, physiotherapy and registered massage therapy).

Medical Concerns & Community Health Nurse

School personnel may not administer medication to students without appropriate authorization and training. Parents may request that school staff administer medication to their students by completing a "Request for School Assistance to Administer Medication" form. If a student suffers from a life-threatening allergy or condition, parents should submit a "Medical Alert Form". These forms are available at the school office.

The Alberta Health Services Community Health Nurse assigned to Calgary Christian School is Kelli Regan. Kelli coordinates the student vaccination schedules, relays information to the school regarding communicable diseases, and keeps in touch with the school regarding general public health concerns. Kelli usually works remotely and can be contacted at the Shaganappi Community Health Centre (403) 944-7335 or kelli.regan@ahs.ca.

Parking Lot

Calgary Christian School is committed to being an “Idle-Free” zone – please turn off your vehicle when dropping off or picking up students at the school. When dropping off or picking up students by car, please be patient and follow [these traffic directions](#).

Students and parents may use the east side of the parking lot. The west side of the parking lot is reserved for staff parking.

Parent Teacher Conferences

Two Parent-Teacher Conference times have been designated on the school calendar. While parents are encouraged to use the conference times that have been established they may contact their child’s teachers any time when there are questions or concerns.

Parents Who Pray

Parents Who Pray is a volunteer group that has met each week throughout the school year to pray for the students and staff at Calgary Christian School. We are looking to restart this team, please reach out to Pastor Layne if you are interested in participating.

Edsby & Report Cards

The Edsby portal is an application integrated into the Edsby Student Information System (SIS) and is specifically developed for parents and students. Parent accounts offer a number of benefits, including: access to multiple students with one log-on, a personalized account for each parent and guardian, and the ability for parents/guardians to retrieve their own login information. Parents will also have access to their student’s progress reports and class attendance. The Portal will be closed during the exam period in January and in June.

Students receive a Report Card in February and at the end of June.

School Council

Alberta Education defines the School Council as a collective association of parents, teachers, Principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A School Council is a means to facilitate cooperation among all the concerned participants in the local school. School Council meeting dates and meeting minutes for the Elementary and

Secondary campuses are available on the school website at www.calgarychristianschool.com

Society Meetings

Society meetings are typically held twice each school year. In addition, Special Meetings can be called from time to time to address time sensitive matters or other measures requiring a membership vote. All Society members are expected and strongly encouraged to attend. These meetings are an important source of information and the forum for decision making for parents and supporting members. The fall meeting typically includes information on the financial status of the organization, as well as strategic plans for the current year. The spring meeting is considered the Annual General Meeting of the Society, and includes a presentation of the Board approved budget for the next school year and the election of new Board members. Meeting agendas and other materials are emailed to Society members prior to these meetings.

Teaching Staff

Calgary Christian School teachers hold Alberta Education certification and are professional, knowledgeable, faith filled, Christian educators. Teachers structure learning environments that challenge students to achieve excellence, encourage creative and critical thinking, and teach a worldview that is founded on the Bible. Teachers are purposeful about discussion of Christian principles and develop teaching styles and methods that match the learning styles and abilities of their students.

Volunteering

Volunteering builds community, and family members should consider how they might support CCS with their time or talents. Volunteer Service to the school is essential to provide learning opportunities and program excellence to our students.

Volunteer policies are set by the Palliser School District.

Volunteers with CCSS are required to fill out [this registration form](#) and volunteer drivers are required to fill out [this form](#). All volunteers with CCS are required to obtain a criminal record check (CRC) every two years. A letter with our Volunteer Screening Program Number (VSPN) can be provided to you from the school office for you to obtain a CRC at a discounted rate. Email ccssoffice@pallisersd.ab.ca for that letter. Volunteers and visitors must sign in at the office when onsite. More details on this process can be found on the website on the Parent Page.

Volunteer roles that directly supervise students require a criminal record check. Some roles may require additional permissions such as driver's abstracts and proof of insurance (\$2,000,000 public liability and property damage coverage). A letter requesting the police check and government issued ID are required to complete the process online or at a local police station. Volunteers and visitors must sign in at the office and pick up a volunteer/visitor tag. All volunteers who are left unattended with students (e.g., on a field trip) are required to have a current "Criminal Record Check"

Driving Permission

If you give permission for another parent to drive your child to a school activity such as sporting events or music activities, please complete the [Driver Parent Consent Form](#).

Weather & School Cancellation

Closure of Calgary Christian School due to weather will be at the discretion of the Superintendent of Palliser Regional Schools, with input from the Principal. If closure is necessary, a notice will be posted on the CCS website homepage. Additionally, local radio stations will be notified to broadcast this information.

Buses may be cancelled during extreme weather OR unsafe road conditions. When reliable public sources report Calgary temperatures below -35°C at 6:00 am, buses will be cancelled for both the morning and afternoon routes. If cancelling bus routes becomes necessary due to inclement weather, information will be posted on the CCS website and each family on the route will receive an email and/or text message.

The cancellation of bus services does NOT mean the school is closed. These are separate decisions. Parents are encouraged to check the CCS website and social media to confirm the status of bus and school operations.

When temperature including wind chill is -20C or colder, students will be given the choice to remain indoors during their lunch break. When it is raining steadily, students will remain indoors.

Extras & Resources

Career Counselor

A Career Counselor is available one day/week to provide counseling in course selection and post-secondary options. Students are invited to make use of this service by scheduling an appointment on the sign-up sheet at the back of the LINC or [online through our website](#). Although the school can provide information and recommendations regarding a student's current status and options, ensuring that graduation requirements are met is the responsibility of students and parents.

Christian Credit Union Youth Banking Program

To encourage money management skills and stewardship, Calgary Christian School has partnered with Christian Credit Union to offer student bank accounts. Once an account has been opened, deposits will be accepted on designated days throughout the school year. Complete information is available on the website, under the "Parent" tab. An annual scholarship is given out to a Grade 12 student, the recipient will need to apply and have a CCU account.

Family School Liaison Program

The Family School Liaison Program offers one-on-one counseling with students, provides support to families dealing with challenging circumstances, assists teachers in meeting student needs, and liaises with social workers, pediatricians, and other community agencies. A request for counseling can be initiated by students, parents, or teachers. Students under the age of 16 must have written consent from a parent to receive counseling.

Appendices

Appendix A

CCS STUDENT CODE OF CONDUCT

A Christian school is a community of believers working and playing together in an academic and social setting. A school that is identified as Christian demonstrates that a spirit of Christian love prevails in the classrooms, hallways, sports fields, and meeting rooms. We are called to work, learn, and play in an environment where God is honored and praised and where academic and communal responsibilities are encouraged and exercised. The “Code of Conduct” was written to foster such a climate.

Respect for the individuals within the community, respect for the learning environment, and respect for school property are key to creating a biblical community of learners.

1. I will respect the individuals within the community by:
 - a) recognizing that we are image-bearers of God
 - b) recognizing and encouraging the gifts of others with my words and actions
 - c) honoring the authority entrusted to teachers, administration and others in positions of responsibility
 - d) not using abusive speech or actions towards fellow students and others
 - e) not smoking on or near either the elementary or secondary campus
 - f) not being in possession of or having used drugs or alcohol during or before school or school related activities

2. I will respect the learning environment by:
 - a) attending class punctually
 - b) being absent from class only for valid reasons (eg. Illness)
 - c) completing homework in the time frame given
 - d) being respectful of all staff at CCS including teachers, administrators, caretakers, society staff substitute teachers and other guests who may be in the building
 - e) not being disruptive in my behavior or using abusive language

f) dressing properly for school by choosing clothing that is modest, neat, clean, and appropriate for the occasion. Clothing displaying inappropriate slogans, muscle shirts, tank tops and short shorts are not appropriate at school. The dress code was updated in June 2018 and is posted under Secondary on the school web-site.

g) recognizing that the wearing of hats in class is at the discretion of the teacher

h) recognizing that the use of personal devices, such as cell phones, consoles, and other such devices in school learning spaces is prohibited.

i) recognizing that food or drink in the classroom is at the discretion of the teacher

j) not having friends from outside of school visit me at school unless given special permission by the office

k) attending chapel and peer advisory

3. I will respect the school property by:

a) picking up my garbage or that left lying about by chance

b) seeking permission from the administration before posting anything on the walls, bulletin board, or windows

c) not disposing of gum improperly

d) keeping my locker clean

e) not writing on or defacing desks, lockers, walls, books, or any other school property

f) reporting damage done to school property and by paying for those damages that result from my own actions

Parents/Guardians: Please review and discuss this Code of Conduct with your CCS student.