Calgary Board of Education

Queen Elizabeth High School
512 18 Street NW, Calgary, AB, T2N 2G5 t | 403-777-6380 e | queenelizabethjrsr@cbe.ab.ca

Queen Elizabeth High School Parent/Guardian Communication Cheat Sheet

Student learning and well-being are enhanced through collaborative engagement between students, staff, parents/guardians and the community. Fostering relationships with parents/guardians through engagement and communication opportunities is essential to student success. Often speaking directly to those most closely involved in a situation is most effective and timely. Contact with parents, students, and community members is encouraged.

What do I do if …

I have questions or concerns about my child's assessments, assignments or course work?

- Please contact the student's teacher. Teachers work directly with students and are best able to discuss details of class learning activities, forms of assessment, practices and policies.
- Contact information can be found on the school's Contact Us webpage.
- Please note: drop-in visits and unscheduled appointments are not possible due to the nature of teacher work.

I have a question about my child's lates or absences?

- Emailing absence/late notifications is preferred to our school general inbox - queenelizabethjrsr@cbe.ab.ca
- If your child will be late, please include an arrival time in your email.
- Please view your child's attendance in MyCBE Account
- Please contact your child's Assistant Principal if there are significant challenges that may impact your child's attendance

I have questions or concerns about my child's school team/extra-curricular, decisions, actions, or playing time?

- Please contact the student's coach/teacher. Teachers/coaches work directly with students and are best able to discuss questions or concerns.
- Please contact the Athletic Director if concerns remain after speaking with the coach.
- Contact information can be found on the school's Contact Us webpage.

I have contacted my child's teacher/coach and the concern remains unresolved?

- Please contact your child's Assistant Principal

Grade/Class	Assistant Principal	Email
Grades 8, 10, 12, The Class, RISE	Ms. Howe	Sshowe@cbe.ab.ca
Grades 7, 9, 11, DHH	Mr. Stroh	Jtstroh@cbe.ab.ca

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

- Please contact Ms. Morris at our business office at jemorris@cbe.ab.ca or call the business office at (403) 249-3131, ext. 2407 for your direct source of information regarding fees and finances.

I have a concern/question about post-secondary, summer school, online courses, scholarships or bursaries?

- Please contact your student's advisor at email below.

My child is experiencing significant personal, social, emotional or family challenges, who should I speak to at Queen Elizabeth High School?

- Please contact Student Services at email below.

Grade/Class	Student Advisor	Email
Grades 7, 8, 9	Ms. Meville	lemeville@cbe.ab.ca
Grades 10, 11, 12	Ms. Brock	Clbrock@cbe.ab.ca

I have a question about International Students?

- Please contact Melanie Norcross at mdnorcross@cbe.ab.ca

I have a question about English as an Additional Language (EAL)?

- Please contact Elizabeth Price at elprice@cbe.ab.ca

I have a question about my child's Individual Program Plan?

- Grades 7, 8, 9 - please contact your child's learning community teacher
- Grades 10, 11, 12 - please contact your child's homeroom teacher/IPP Coordinator

I have a question about Work Experience?

- Please contact Cindy Brock at clbrock@cbe.ab.ca

I have a question about Advanced Placement and/or GATE?

- Please contact Mr. Thwaites at wkthwaites@cbe.ab.ca

Please see below for our communication process information chart.

Contact Information Chart

Question/Concern	1st Contact	2nd Contact	3rd Contact	4th Contact
Attendance/Lates	Email Main Office	Call Main Office	Teacher	Assistant Principal
Learning Progress	Teacher	Assistant Principal		Principal
Peer Concerns	Teacher	Assistant Principal		Principal
Athletics/Clubs	Teacher	Athletic Director	Assistant Principal	Principal
Fees/Finance	Business Manager			Principal
Course Selection	Student Services	Assistant Principal		Principal
Well-Being/Mental Health	Teacher	Student Services	Assistant Principal	Principal
Post Secondary Planning, Scholarships and Bursaries				Cindy Brock clbrock@cbe.ab.ca
Work Experience				Cindy Brock clbrock@cbe.ab.ca
International Students				Ms. Norcross mdnorcross@cbe.ab.ca
EAL Supports				Ms. Price elprice@cbe.ab.ca
Individual Program Plans	Homeroom Teacher	Lisa Meville lemeville@cbe.ab.ca	Assistant Principal	Principal
Advanced Placement	Teacher	Assistant Principal Mr. Stroh jtstroh@cbe.ab.ca		Principal
GATE	Teacher	Learning Leader Mr. Thwaites wkthwaites@cbe.ab.ca	Assistant Principal	Principal
DHH	Teacher	Assistant Principal Mr. Stroh jtstroh@cbe.ab.ca		Principal
The Class or RISE	Teacher	Assistant Principal Ms. Howe Sshowe@cbe.ab.ca		Principal
Transportation	CBE Transportation	Assistant Principal		Principal
School Philosophy Organization				Principal
School Council				Principal